Microsoft

MAGAZINE

SEPTEMBER/OCTOBER 1995

$2.95

INSIDE

Tips on using Office for Windows 95, Works, and Microsoft Money

unlock the power

Windows 95

New OmniPage Pro 6.0. Think of it as an accurate 1500 wpm typist who never takes a coffee break.

NEW

Try this powerful OCR software just once, and you'll never go back to retyping documents again.

Nobody likes wasting time typing letters, faxes and reports back into a word processor. That's why OmniPage® Pro 6.0 Optical Character Recognition (OCR) software is so valuable to scanner users. It's faster and more accurate than even the fastest typist.

Best accuracy ever!

With its new OCR engine, OmniPage Pro 6.0 reads through each page, recognizing text in any font, from 5-point fine print to 72-point headlines. It intelligently analyzes the document for context and spelling, making smart decisions on hard-to-read characters. It's the most accurate OmniPage software yet.

Easy to use. Easy to customize.

Bring text directly into your favorite word processor or simply edit from within OmniPage Pro 6.0. It's fully customizable, so you can tailor OmniPage Pro 6.0 to your individual needs. Or train it to recognize special characters and symbols. You'll save lots of time and thousands of keystrokes. Even complex layouts are no problem, because OmniPage Pro 6.0 excels at handling both text and graphics on the same page. And it features Image Assistant,® an integrated 24-bit color image editor.

So try OmniPage Pro today and stop retyping.

"OmniPage's automatic OCR is goof proof."
–InfoWorld
3/6/95

TRADE UP

to OmniPage Pro 6.0 from your scanner's OCR software! Only

$149*

from any version of OmniPage, WordScan or OmniScan SE, including those bundled with your scanner.

Get these powerful new features:

- Increase accuracy up to 65% with innovative neural network and Language Analyst™ technologies
- Improve recognition of hard-to-read documents with 3D OCR™ and customizable OCR training
- The AutoOCR Toolbar™ easily guides you step by step through OCR
- Easily edit graphics with fully integrated, 24-bit color Image Assistant
- Retain original text and graphic layout with exclusive True Page™

*Suggested price

Maximize your scanner's power today.

Call 1-800-736-5735 ext. 110

PC WORLD WORLD CLASS 1995

1994

WINDOWS 1995 WIN 100

OmniPage Pro.
Never retype another document.

caere®

Circle 101 on the Reader Response Card

Caere, the Caere logo, Image Assistant and OmniPage are registered trademarks of Caere Corporation. 3D OCR, Language Analyst, AutoOCR Toolbar and True Page are trademarks of Caere Corporation. All other registered trademarks and trademarks are property of their respective companies. © 1995 Caere Corporation. All rights reserved. Offer valid in U.S. and Canada only.

IN THIS ISSUE

DEPARTMENTS

4 **Letter from the Editor**

5 **Dialog Box: Letters from our readers**

7 **Quick Clicks: News you can use**
A tour of the Microsoft Home, Microsoft offers jobs on the Web, how to subscribe to Cinemania and Encarta upgrades, and lots more

A home away from home inside Microsoft–see page 8

SPECIAL PREVIEWS

11 **Microsoft Money for Windows 95**
The easiest-to-use Money yet, featuring online bill paying, banking, and a completely revamped interface for Windows 95

12 **Microsoft Publisher for Windows 95**
Improved program lets you create powerful publications

14 **Microsoft Press**
Microsoft Press unleashes a flood of titles on Windows 95

The fastest way to get the best from Office–see page 32

COVER STORY

16 **Get to work with Windows 95**
Make the most of the new operating system—from installation to power user

26 **Exploring The Microsoft Network**
It's time to start finding your way around MSN—it's easy and fun

SOLUTIONS

32 **How to use Office for Windows 95**
Work smarter with the new suite

39 **Doing the books online**
Gain greater control over your money with new personal finance software

44 **Doing work with Works**
How to create professional-looking form letters

MAXIMIZE

48 **Office Professional**
Tips for making the most of your programs

MARKETPLACE

54 Your chance to order the latest and greatest products from Microsoft

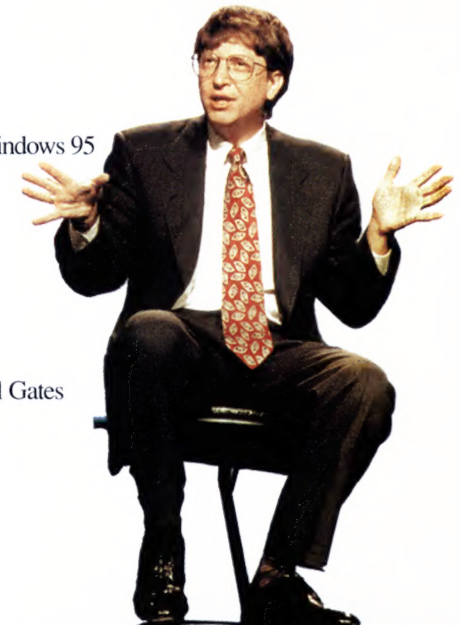
CONTACT

60 A variety of support options for Windows 95

61 Phone numbers for tapping into Product Support Services

INTERFACE

62 **Bill Gates**
Microsoft Chairman and CEO Bill Gates offers his vision of the future



SEPTEMBER/OCTOBER 1995 VOLUME 2 ISSUE 3

Microsoft
MAGAZINE

September/October 1995

Editor in Chief
Jon Ganio

Contributing Editor
Geof Wheelwright

Editorial Assistant
Alice Caravias

Art Editor
Adrian Self

Copy Editor
Mary Riordan Schactler

Contributor
Graeme Bennett

Publisher
Simon Kelly

Please send submissions or queries regarding this magazine by electronic mail to msmag@microsoft.com or by fax to (206) 93 MS FAX (936-7329). Or write to:

Microsoft Magazine
Microsoft Corporation, One Microsoft Way
Redmond, WA 98052-6399

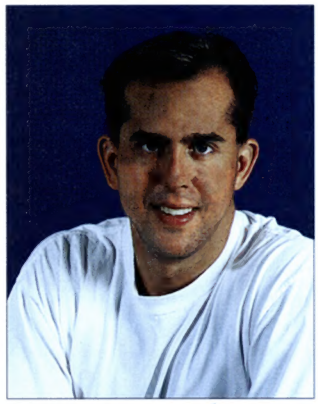
For more information about Microsoft products, call the Microsoft Sales Information Center at (800) 426-9400. Or call the Microsoft Sales Fax Service at (800) 727-3351 to request faxes on Microsoft products, price lists, events, and question-and-answer documents.

Microsoft Magazine is published bimonthly by TPD Publishing Inc. on behalf of Microsoft Corporation. Please note that Microsoft reserves the right to edit submissions. Prices quoted and product availability are good in the 50 United States of America only. Retailer prices may vary.
Microsoft's support services are subject to Microsoft's then-current prices, terms, and conditions, and are subject to change without notice.

©1995 Microsoft Corporation. All rights reserved. No part of this publication may be reproduced or transmitted in any form or by any means, electronic or mechanical, including photocopying and recording, for any purpose without the express written permission of Microsoft. For recorded information about reprinting text, call (206) 936-5270.

Companies, names, and data used in illustrations are fictitious unless otherwise noted. Microsoft, Automap, Bookshelf, Cinemania, Encarta, FoxPro, the Microsoft Excel logo, Microsoft Press, the Microsoft Press logo, Microsoft QuickBasic, MS, MS-DOS, PivotTable, PowerPoint, QuickC, SourceSafe, Visual Basic, Windows are registered trademarks and Bob, IntelliSense, MSN, Natural Keyboard™, PageWizard, Rushmore, Windows NT, and the Windows logo, and the Windows Start logo are trademarks of Microsoft Corporation.

Macintosh is a registered trademark of Apple Computer, Inc. Magic School Bus is a trademark of Scholastic Inc. Other trademarks referenced are the property of their respective owners. International CorrectSpell spelling correction system developed by InfoSoft International, Inc.



Dear Reader

SEPTEMBER marks Microsoft Magazine's first anniversary. As we embark on another year we have some exciting plans that we hope you will find useful and–most of all–enjoyable!

WHAT'S NEW Rather than keep you in suspense, let me reveal what you can expect from Microsoft Magazine in forthcoming issues. We've increased the page count to 64 pages to give us room for more of the information you've requested, including more tips and tricks, more how-to articles, and some new things as well. We've also moved to a bimonthly publishing schedule, which means you now get six great issues a year with more up-to-date information which was not always possible on a quarterly schedule. Our goal is to bring you the latest news and information about Microsoft® products directly from the source–Microsoft. Not only will you get more information in each issue, but you now get it more often! On page 32, you will find the first in a series of in-depth walk-through articles that give you a detailed look at developing solutions to help you get maximum use from your Microsoft software. Beginning with this issue of Microsoft Magazine, you will find third-party advertising from both hardware and software vendors. Now you can learn about products to acquire that work in conjunction with the Microsoft products you have.

Also starting with this issue, we are offering paid subscriptions to Microsoft Magazine. Now you can tell all the people who borrow your magazine how to get a copy of their own or give someone a subscription as a gift. Please see the subscription card inserted in this issue for more information on how you or a friend can subscribe today. Also, we will be taking Microsoft Magazine online via MSN™, The Microsoft Network, and the World Wide Web. We will keep you up-to-date on how to access Microsoft Magazine online and on any changes we make as time moves forward.

I would like to take this opportunity to say thanks for a great year and encourage you to keep sending your suggestions and comments on Microsoft Magazine. Please let us know how we can improve and if there is anything you want to see us do differently. See page 5 for more information on how you can reach us.

Jon Ganio
Editor in Chief

View Microsoft Magazine online at:
http://www.microsoft.com/magazine/
starting September 15.

Price check

THOUGHT IT INTERESTING that in the June issue of Microsoft Magazine, you could estimate the cost of the Windows® 95 operating system to be about $100, then be so vague about how much MSN will cost. An estimated dollar amount would have been appropriate.

Scott Furlong
fulongsd@aol.com

Please see the article on page 26 for pricing information and more. —*Ed*

Access denied?

I WAS STARTING TO WONDER if Microsoft was abandoning Microsoft Access. I never see any articles of substance in *PC World, Information Week*, or any other publication of upstanding reputation. Thank you for the article in your June 1995 edition, "Rx for a medical records database"—on page 40. Developers Matthew Cavalletto and Halle Winkler are commended on their public-spirited efforts. I would have liked a little more depth. How many tables, how many forms and queries, how many macros, and so on were used in the database?

Thanks for running the article and I'd love to see more. Drive on!

M.G. Worley, UNC-CH, DRC
worley.drc@mhs.unc.edu

Human factor

LOOKED AT the Microsoft Magazine June 1995 issue—my very first time. I never knew what I had been missing until now. Wow! A big thanks.

Enjoyed the article "Who makes this stuff anyway?" You spend hours working in front of the screen talking to a computer all day and you kind of lose that personal touch. Your article put the human factor in the light again and I thank you.

Keep that personal touch—I sure like it.

jagershot7@aol.com

Correction

In the June issue of Microsoft Magazine, we made a typographical error. On page 11 of our Windows 95 Preview, we stated that "Windows 95 will make as much as 260K of MS-DOS® conventional memory available." The correct number is 620K.

We have the answer

I THOROUGHLY ENJOYED the June 1995 issue of Microsoft Magazine. In particular, "Top 20 features of Windows 95" was extremely helpful in answering many of the questions that I had about the new system.

Eric Charles Brady
ebrady@tiger.lsu.edu

Winner in waiting

JUST GOT THE JUNE ISSUE—super edition! Having missed out on the beta trial and waiting for August, I found out more about the upcoming Windows 95 than I have in all of the magazines (many) that I read. Keep up the good work.

R.L. Glover
tnray@usit.net

High-flying tip

Microsoft Money is a great tool for keeping track of airline frequent flyer miles. Just set up a separate asset account for each airline program. Each mile is given a value of 1 cent. When you return from a trip, enter the miles from the ticket or the travel itinerary and then reconcile everything when the statement arrives just like you do with a credit card account. To view the miles that have accumulated, you can customize a net worth report.

Tom Lippi, Zeeland, MI

Thanks for the tip. Learn about the new Money for Windows 95 in our Preview article on page 11. —*Ed.*

How to contact us

Please send submissions or queries regarding this magazine by electronic mail to msmag@microsoft.com or by fax to (206) 93 MS FAX (936-7329). Or write to Microsoft Magazine, Microsoft Corporation, One Microsoft Way, Redmond, WA 98052-6399. For more information about Microsoft products, call the Microsoft Sales Information Center at (800) 426-9400. View Microsoft Magazine online at: http://www.microsoft.com/magazine/ starting September 15.

For advertising inquiries contact TPD at (206) 284-1800

Up-to-date software

Microsoft has annually updated many of its CD-ROM products for the past several years, with the original Encarta® multimedia encyclopedia becoming Encarta '94 and then Encarta '95. The same has been true for the Microsoft Cinemania® interactive movie guide. Users have been required to acquire a new edition each year at the full retail price if they wanted to keep their software current.

In recognition of the fact that many users would like to update their software but don't wish to pay full price for a new copy of it every year, Microsoft is offering rebates to existing users of Cinemania and Encarta '94 when they acquire Cinemania '95 or Encarta '95. All you have to do is fill out the rebate coupon that comes with the new software and send it to Microsoft with proof of purchase, and a refund check will be sent to you for the amount of the rebate.

Office due for Windows 95

Microsoft Office for Windows 95 is now shipping—and it arrives in customers' hands as one of the most widely tested office suites ever. In June, Microsoft initiated the trail-blazing Office for Windows 95 Preview Program, which enabled more than 100,000 prequalified Microsoft customers worldwide to try out—and give feedback to Microsoft about—Office for Windows 95 running with beta versions of Windows 95.

Office for Windows 95 is designed to make it easier for people and organizations to tap into the full potential of their computers. The programs in Office for Windows 95 offer dozens of new features such as Answer Wizard and Office Binders (which help ease the creation of compound documents). The new programs also take advantage of the robust 32-bit user interface and architecture of Windows 95.

Businesses flock to set up shop on MSN

Microsoft has achieved considerable success in signing up providers of services and information to small businesses using MSN, The Microsoft Network. By early June, more than 60 independent content providers had signed agreements with Microsoft to offer small and home-based businesses products and services on MSN.

The content providers include CNBC (the all-news TV channel run by network television broadcaster NBC), Dun & Bradstreet Information Services, *Entrepreneur Magazine*, GE Information Services, LEXIS-NEXIS, the U.S. Small Business Administration, TRW, United Parcel Service, and a number of others.

Russell Siegelman, general manager of Microsoft's MSN Division, says the company plans to build on the announcement with a wide variety of small-business content and services for MSN.

All on CD

Microsoft's new "sidegrade" program allows users to move from a disk-based version of their software to a CD-ROM version. The cost varies depending on product but is designed to be only a nominal charge.

Online recruiting

You now can study your employment prospects at Microsoft from the comfort of your own home. At its World Wide Web (WWW) Internet services pages (http://www.microsoft.com/jobs/), Microsoft offers online listings of many job opportunities and the inside story of what it's like to work at Microsoft. If you are an experienced professional or new graduate, send in your resume to: y-wait@microsoft.com or write to: Attn: Recruiting, Microsoft Corporation, One Microsoft Way, STE 303, Redmond, WA 98052-8303. Microsoft also offers a 24-hour JobLine. The number is (800) 892-3181 or (206) 936-5500. If you have any questions, please send electronic mail to: jobinfo@microsoft.com

QUARTERDECK

CLEANSWEEP 95™ FOR WINDOWS 95® WILL UNINSTALL ALL YOUR OBSOLETE PROGRAMS.

(LIKE, OH FOR INSTANCE, UNINSTALLER®.)

Sorry Uninstaller, but the new Quarterdeck® CleanSweep 95 just swept you under the carpet. While you may be excellent at uninstalling those bitty 16-bit programs, that skill won't get you very far in Windows 95.

Windows 95 is big, with big 32-bit programs. CleanSweep 95 is smart and powerful, with native 32-bit power to remove any program in the Windows 95 world – both 16- and 32-bit.

And it does it much faster than other (uh-hmmm) uninstallers, so you don't have to twiddle your thumbs for hours every time you uninstall something, archive it or go searching for leftover bits of unwanted files.

Quarterdeck CleanSweep 95 is also much safer to use than other uninstallers. Much easier, too. Wizards do most of the work for you – all that's left to do is simply click.

To see for yourself everything CleanSweep 95 can do, call 1-800-683-6696 for your free trial edition. Or you can download a copy from our website at www.qdeck.com.

Even better, pick up the real thing at your computer store. You'll get ten dollars off just for bringing in any old uninstaller.* Don't worry, we'll find a good home for it.

Circle 102 on the Reader Response Card

*Special competitive upgrade offer applies to registered users of Microhelp Uninstaller, Vertisoft Remove-It, Landmark Uninstall-It, IMSI Windelete, and, of course, Quarterdeck CleanSweep. Dealer prices may vary.

©1995 Quarterdeck Corporation. 13160 Mindanao Way, Marina Del Rey CA 90292. Quarterdeck is a registered trademark and Quarterdeck CleanSweep 95 is a trademark of Quarterdeck Corporation. All other trademarks are properties of their respective owners.

Feeling at home

Buried deep inside the many winding hallways of Microsoft's sprawling Redmond, Washington, campus headquarters is a "house."

It's a house just like you or I might have–with a kitchen, TV, playroom, den, and eating area. But no one lives here because the house is built inside one of many office buildings to provide a friendly environment for the usability testing of Microsoft's many consumer products.

By watching users work with software in this realistic, comfortable home setting, researchers have been able to gain a much clearer understanding of the issues they need to address in developing products for the home user.

Free help is now at hand

A new and timely online support guide for the Windows 95 operating system has been developed by Microsoft. Known as the Windows 95 Support Assistant, it is contained in a file entitled ASSIST.EXE that can be downloaded without charge (other than any telephone and online connect charges that may apply) from The Microsoft Network, CompuServe®, Microsoft's Internet sites, and the Microsoft Download Service (MSDL).

The Windows 95 Support Assistant is designed to help computing professionals with their move to Windows 95. Developed by Microsoft's Product Support Services and User Education Group, this Help file runs on Windows 3.1, Windows® for Workgroups, and Windows 95.

Take a look at the setup and networking information today before you install Windows 95 to make your migration smooth and easy. The Windows 95 Support Assistant can be downloaded from the following locations:

① **Online Services**
MSN: Technical Service Forum, Microsoft Software Library
CompuServe: Microsoft Software Library, **go MSL**

② **Internet**
http://www.windows.microsoft.com/
http://www.microsoft.com/kb/softlib/
ftp://ftp.microsoft.com/softlib/MSLfiles/
gopher://gopher.microsoft.com/11%5csoftlib/

③ **Microsoft Download Service** (206) 936-6735
Microsoft Software Library

Internet Assistant

Internet Assistant for Microsoft Word for Windows, is surfing a wave of popularity. In the first two months of its availability, it garnered more than 200,000 users and confirmed the theory that many Word users are also avid surfers of the World Wide Web. Using Internet Assistant, you can easily create documents for publication on the World Wide Web in HTML (Hypertext Markup Language) as well as view and download documents from World Wide Web sites.

Office offspring

As Microsoft Office for Windows 95 hits the streets, dozens of Microsoft Office Compatible applications will start to appear. By early August, more than 130 independent software vendors had signed up as participants in the program.

THE WALL STREET JOURNAL.

Give Yourself the Journal Advantage.

MARKETPLACE gives you insights into how consumers are thinking and spending, along with exclusive daily reports on marketing, new technologies, growing companies, and law.

Special Offer For Microsoft Magazine Readers

MONEY & INVESTING is an easy-to-navigate guide to all markets that affect you and your business. Important stock market columns, enhanced mutual fund quotations, daily personal-finance guidance, easy-to-scan statistics.

THE FRONT PAGE is your source for the most important news stories of the day–from economic reports to important corporate announcements.

FOUR WEEKS FREE!

THE WALL STREET JOURNAL.

PO Box 7017, Chicopee MA 01021-9931

☐ **YES. Send me four weeks of The Wall Street Journal to enjoy free.**
At the same time, reserve an additional 13 weeks (17 weeks in all) at the trial rate of $48. That's the regular price of a 13 week subscription, so my first four weeks cost me nothing.

☐ I prefer to pay now. Send me 13 weeks of The Wall Street Journal plus four free weeks, making 17 weeks in all, for $48

Name _____

Company (if applicable) _____

Address _____

City _____ State _____ Zip _____

Please include state sales tax, if applicable.

☐ Check Enclosed ☐ Bill Me Later ☐ Charge to my: ☐ VISA ☐ MasterCard ☐ American Express ☐ Discover

Card No. _____ Exp. Date _____

Signature _____

NOTE: Offer good for new subscribers only. LIMIT: Only four free weeks of The Wall Street Journal per household. 28AHT

Offer good for a limited time and only in the continental U.S.

© 1995 Dow Jones & Co., Inc. All rights reserved.

Three sections that guide you swiftly to the news you can use every business day!

FRONT PAGE

Thorough, but to the point, the front page briefs you on the most important news stories of the day–from economic reports to important corporate announcements.

MARKETPLACE.

The Journal's second section gives you the latest marketing news. It's filled with insights into how consumers are thinking and spending, along with exclusive daily reports on marketing, new technologies, growing companies, and law.

MONEY & INVESTING.

A comprehensive, easy-to-navigate guide to all markets that affect you and your business. Important stock market columns, enhanced mutual fund quotations, daily personal-finance guidance, easy-to-scan statistics.

THE WALL STREET JOURNAL.
What's News—
THE WALL STREET JOURNAL.
MARKETPLACE
Why Specialists Won't Switch to Primary Care
TRACKING TRAVEL
THE WALL STREET JOURNAL.
MONEY & INVESTING
Dollar's Woes Create a Turbulent Investment Climate
Failed Intervention Could Send Stocks Falling Even More
Some Bond Players Are Expecting Fed To Increase Rates
Commodities Aren't Facing

NO POSTAGE NECESSARY IF MAILED IN THE UNITED STATES

BUSINESS REPLY MAIL

FIRST CLASS MAIL PERMIT NO. 22 CHICOPEE, MA

POSTAGE WILL BE PAID BY ADDRESSEE

THE WALL STREET JOURNAL.
Attention: Manager of Subscriber Service
Subscriber Service Division
PO Box 7017
Chicopee MA 01021-9931

THE WALL STREET JOURNAL.

P133 HOME MPC PRO

The Ultimate Home Office Performance System

P133 HOME MPC PRO

- Intel 133MHz Pentium® processor
- 256K Micron SyncBurst™ cache, Flash BIOS
- 16MB EDO RAM, 1.2GB EIDE hard drive
- 4X EIDE CD-ROM drive, 3.5" floppy
- SoundBlaster™ 16 stereo sound & speakers
- 14.4 Fax/Modem, speakerphone, voice mail
- PCI 64-bit graphics accelerator (2MB)
- 17" Micron 17FGx,1280NI,.28mm
- *Tool-Free* mini-tower or desktop
- Microsoft® Mouse, 101-key keyboard
- Choice of MS Windows® 95 or MS-DOS® & Windows for Workgroups CD
- Microsoft Office Professional CD
- Microsoft Scenes: Sports Extremes; Microsoft Bob™ CD; Microsoft Encarta™ 95 CD; Quicken™ Deluxe Edition CD; Microsoft Dangerous Creatures CD; Microsoft Golf Multimedia CD; Trial Subscriptions for CompuServe™, America OnLine™ & Prodigy™.

$3,499

PC MAGAZINE EDITORS' CHOICE
May 16, 1995
P90 HOME MPC

PC WORLD WORLD CLASS 1995
July 1995
P90 HOME MPC

intel inside
pentium

P75 HOME MPC

- Intel 75MHz Pentium processor
- 256K write-back cache, Flash BIOS
- 8MB EDO RAM, 850MB EIDE hard drive
- 4X EIDE CD-ROM drive, 3.5" floppy
- SoundBlaster™ 16 stereo sound & speakers
- 14.4 Fax/Modem, speakerphone, voice mail
- PCI 64-bit graphics accelerator (2MB)
- 15" Micron 15FGx,1280NI,.28mm
- *Tool-Free* mini-tower or desktop
- Microsoft Mouse, 101-key keyboard
- Choice of Windows 95 CD or MS-DOS & Windows for Workgroups CD
- Microsoft Works Multimedia CD
- Microsoft Scenes: Sports Extremes; Microsoft Bob CD; Microsoft Encarta 95 CD; Quicken Deluxe Edition CD; Microsoft Dangerous Creatures CD; Microsoft Golf Multimedia CD; Trial Subscriptions for CompuServe, America OnLine & Prodigy.

$1,999

- With 90MHz Pentium processor.....add $100
- With 100MHz Pentium processor.....add $200

Micron Electronics, Inc., 900 E. Karcher Road, Nampa, ID 83687 • Mon-Fri 7AM-8PM Sat 8AM-5PM (MT)
208-463-3434 • FAX 208-463-3424 • Purchase Order FAX 208-467-5384

International Sales 208-465-8970 | International FAX 208-465-8993 | From Mexico Call 95-800-708-1755 | From Puerto Rico Call 800-708-1756 | From Canada Call 800-708-1758

It's Your Call!

800-209-9702

MICRON ELECTRONICS, INC.

1995 Micron Electronics, Inc. All rights reserved. All prices and specifications subject to change without notice. Micron Electronics, Inc. cannot be responsible for omissions and/or errors in typography or photography. "Mark Your Place With The Leader" is a service mark of Micron Electronics, Inc. Intel, Intel Inside, and Pentium are registered trademarks of the Intel Corporation. Microsoft is a registered trademark and Windows, Windows NT and the Windows logos are trademarks of Microsoft Corporation. All other company trademarks are trade names of each respective company. Prices do not include shipping and handling. 30-day risk-free money back guarantee does not include return freight and original shipping/handling charges, applies only to Micron brand products, and begins from date of shipment. All returns require RMA numbers and must be shipped in the original condition prepaid and insured. Lease prices based on 36-month lease.

CIRCLE 103 ON READERS RESPONSE CARD

Hot off the press

Microsoft Press releases a series of new books for Windows 95

The release of the Microsoft Windows 95 operating system is sparking a publishing explosion, with dozens of new books aimed at users of Windows 95 and Windows 95–based applications either already published or on their way.

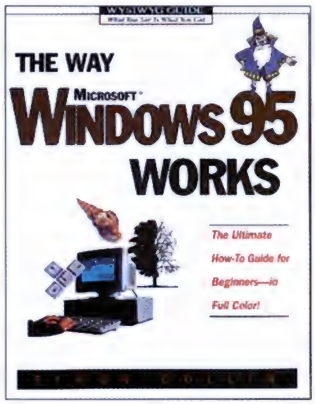
Front and center in this book boom is Microsoft Press, which is releasing a substantial number of major new titles covering the use of Windows 95 and applications for Windows 95.

These books range from thick and highly technical tomes for software developers to more pocket-size "field guides" showing users how to get the most from new applications produced for Windows 95.

To give you a flavor of the many intriguing books from Microsoft Press about Windows 95 and new Windows 95-based applications, we offer the selected summaries below. To purchase Microsoft Press® books, visit your local bookstore or call (800) MS PRESS. M

Upgrading to Microsoft Windows 95 Step by Step

This book-and-disk package from Catapult Inc. will simplify your migration from Windows 3.1 or Windows for Workgroups to Windows 95. The easy-to-follow lessons are fully integrated with the practice files on disk and include clear objectives, useful tips, and skill-strengthening exercises.

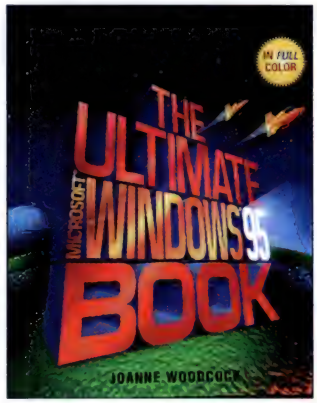


The Way Microsoft Windows 95 Works

Simon Collin's colorful, 128-page guide is the perfect introduction for new users. Through careful step-by-step instructions, liberal use of screen shots, illustrations, and a lighthearted tone, Collin eases you into Windows 95 and makes you comfortable in this rich new operating system.

Running Microsoft Windows 95

This comprehensive user's guide and reference is the premier source of detailed, accurate information about getting the most from Windows 95. Craig Stinson's easy-to-follow step-by-step instructions, real-world examples, and expert tips show you how to use the software's features in the most efficient way possible.



The Ultimate Microsoft Windows 95 Book

JoAnne Woodcock's 325-page guide provides four-color illustrations, a strong introductory tutorial, a series of color-tabbed sections detailing many popular features in the new Windows 95 operating system, and the most asked questions about Windows 95 with answers from the Microsoft Support Team.

Money for Windows 95

Microsoft Money for Windows 95, scheduled for release in fall 1995, represents a complete rethink of the whole personal finance software idea. Rather than filling the product with more and more features, Microsoft went back to basics and considered the kinds of tasks that people want to carry out with personal finance software and what interface would let them more easily carry out those tasks.

Microsoft Money for Windows 95 makes full use of the enhanced graphical user interface in the Windows 95 operating system, providing an environment that goes far beyond the checkbook metaphor so long the mainstay of personal finance software. (The new product will run only on computers loaded with Windows 95.)

Commonsense financial planning and tracking

The main Contents screen is divided into three areas. The first is designed to help you handle many of your day-to-day financial tasks such as managing bank accounts, and paying bills. It offers three choices: Account Register, commonly used for reconciling your checkbook and bank statements; Payment Calendar, to double-check which monthly bills are due at which times of the month; and Online Services, to update the account information sent to or from Microsoft Money–compatible financial service providers.

The second set of options on the Contents screen is designed for working with the overall structure of your financial information and planning your investments. It includes an Account Manager and Investment Portfolio.

The third section of the Contents screen deals with making use of the financial data you have entered while working in the other two sections of Money for Windows 95. There's a Report & Chart Gallery to let you quickly put together printed reports showing insightful financial information. There's also a Payees & Categories section and a Planning Wizards section that does those tasks that you would generally ask your "friend at the bank" to do for you.

Meanwhile, the SmartFill feature in Microsoft Money for Windows 95 guesses what you are going to type from the first three characters you enter, while the SuperSmart Fill feature types out an entire financial entry for you from only the name of the payee or depositor.

Microsoft has also worked with a number of banks to provide a full, online banking service called Bank On-Line. Online services are available for a monthly fee and in the U.S. only. See package for complete details. M

Microsoft Money for Windows 95 offers users a way to save time and money doing personal finances–and you can take that to the bank

A wide variety of commonsense choices–based on common financial planning tasks–is available from the main Contents screen.

Professional publica

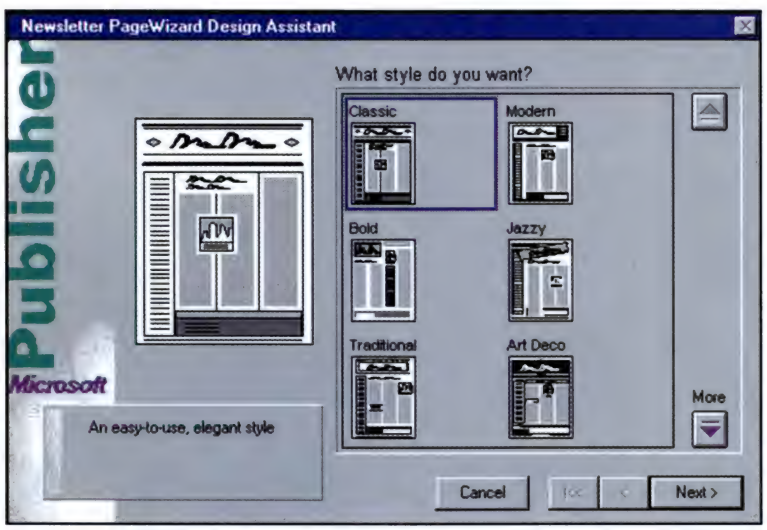
Microsoft Publisher CD Deluxe for Windows 95 makes it easier than ever to quickly create professional-looking publications with impact

Microsoft Publisher for Windows 95, scheduled for release in fall 1995, takes a lot of the work out of designing and creating publications on your computer—from newsletters to flyers to brochures. It lets you concentrate on developing the best-looking publication possible, rather than learning the software.

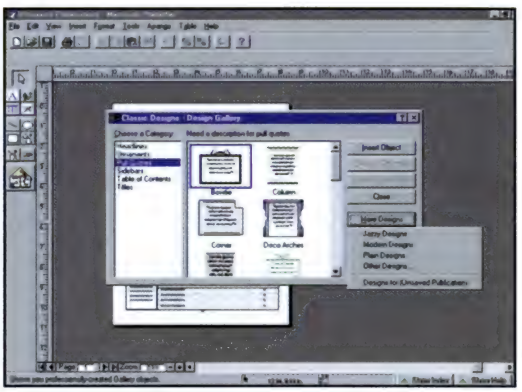
Publisher is designed to be easy to use, so you can start creating new publications right away. The new Deluxe version for Windows 95 gives you more ClipArt fonts, borders, and design variations than ever before.

Wizard wonders

Using an enhanced PageWizard™ design assistant, you can let Publisher for Windows 95 take much of the time-consuming page setup work out of designing professional-looking publications. For example, PageWizard design assistants will set up a newsletter for you, by stepping you through a series of questions that establish what the newsletter will look like.



With a PageWizard design assistant, it is easy to get started in designing your own professional-looking publication.



Using the Design Gallery you can easily select the elements you want to enhance your publication.

Publisher for Windows 95 makes it possible to choose the look of the newsletter (or whatever other publication you are designing) from a number of professionally designed templates. It then asks you for information such as how many pages you want, the title of your newsletter, and how many columns you would like on the page to customize templates to your needs.

It is as simple as that. Publisher for Windows 95 automatically creates a template for your newsletter, which you can then edit and customize. In this way, you are left to focus on the content of the publication—pictures, illustrations, and text.

The focus on publication content within Publisher for Windows 95 extends to the way you work with color images.

Once you have your foundation, it's easy to enhance your publication. The Design Gallery contains an assortment of design elements, such as pull quotes, newsletter titles or sidebars, that you can browse and easily add to your publication. You can use the Design Gallery to insert a new design

ions for all to create

element in your publication, change the format of an existing one, and store design elements for future publications.

Similarly, the ClipArt Gallery is a tool that makes it easy to quickly preview more than 1,000 pieces of clip-art in Microsoft Publisher CD Deluxe for Windows 95 and add a graphic to your publication. You also can use the ClipArt Gallery to organize your clip-art so that it is simple to find the one you want. If you have clip-art images that were created in another program, you can add these to the ClipArt Gallery, too.

Now, the color you want is the color that prints, because Publisher utilizes Windows 95-based image color matching.

Help at hand

Help is always available in Publisher for Windows 95. And specially designed first-time help is displayed automatically the first time you use certain Publisher features—such as switching to the background.

Tips, meanwhile, appear on screen to offer advice about a more efficient way to work—or suggest a solution to an immediate problem. If, for example, the text you are typing is too small to see, a tip may appear suggesting you zoom in for a closer view.

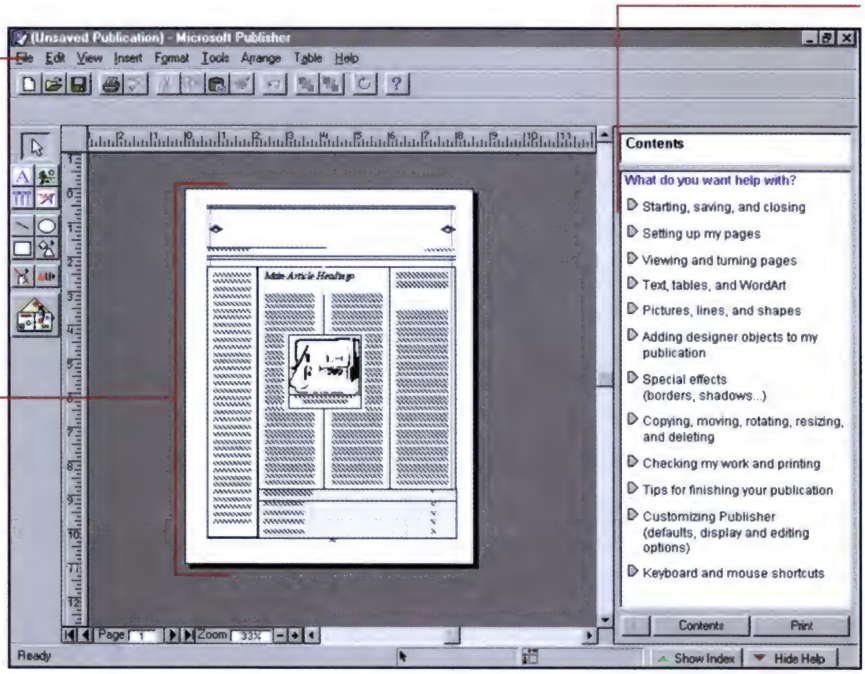
Publisher for Windows 95 has been designed to take full advantage of the Windows 95 operating system—supporting long filenames, right mouse button access to common tasks, and linking to shortcuts on the Windows 95 desktop.

In addition, Publisher is designed to be fully interoperable with other Windows 95-based applications—particularly Microsoft Office for Windows 95. It is fully compatible with Microsoft Office—and includes the new Word Story Editor, which lets users edit stories in Word and return to Publisher to finish the design. M

Getting help online while you work is a simple question-and-answer process. Tips pop up as you go to help you work like an expert.

The standard menu structure in Publisher ensures that interoperability with Microsoft Office programs is further enhanced.

Designing the layout for this newsletter is quite simple using the enhanced PageWizard design assistant.



SEE IT

WINDOWS 95 IS TAKING THE PC TO THE NEXT LEVEL. A LEVEL THAT YESTERDAY'S MONITORS JUST CAN'T KEEP UP WITH. SO TO SEE ALL THAT IT CAN DO, YOU'LL NEED A MONITOR THAT'S UP TO SPEED.

EO SERIES

INTRODUCING THE EO SERIES FROM PRINCETON GRAPHIC SYSTEMS. THE HIGH PERFORMANCE SERIES THAT IS TAKING MONITORS TO THE NEXT LEVEL.

WITH ADVANCED DISPLAY DATA CHANNEL IMPLEMENTATION, YOU'RE READY TO PLUG AND PLAY. HIGH CONTRAST FLAT SQUARE TUBE (FST) WITH ADVANCED ANTI-GLARE COATING DELIVERS A SHARPER IMAGE AT EVEN THE MAXIMUM RESOLUTION OF

IN STYLE!

E015

1280 X 1024. BY SUPPORTING HIGH REFRESH RATES OF UP TO 75 HZ AT 1024 X 768, EYE FATIGUE CAUSED BY FLICKERING SCREENS BECOMES A THING OF THE PAST.

WITH ALL THE TALK ABOUT THE RELEASE OF WINDOWS 95, YOU'VE HAD PLENTY OF TIME TO IMAGINE WHAT IT COULD DO. NOW WITH THE EO SERIES FROM PRINCETON GRAPHIC SYSTEMS, YOUR IMAGINATION COMES TO LIFE RIGHT BEFORE YOUR EYES.

PRINCETON®
GRAPHIC SYSTEMS

2801 SOUTH YALE SREET, SUITE 110, SANTA ANA, CA 92704 • TEL 1-714-751-8405 • FAX 1-714-751-5736 • 1-800-747-6249 TOLL-FREE

Circle 104 on the Reader Response Card

WINDOWS 95 IS THE KEY

How to make the most of this groundbreaking new operating system

The show's over and it's time to get down to work. After months of prerelease excitement and worldwide user interest, the new Microsoft Windows 95 operating system is shipping.

And that's what our cover story is all about: getting down to work with Windows 95. No more previews, feature lists, and product plans. Windows 95 is here now and you need to know as much as possible about how to get the most from this amazing operating system.

We give advice on installation and help you work faster and smarter in Windows 95. We also take a look at some of the complementary products and services available for users of Windows 95.

Getting started: Life begins at 95

A few things to do before installing Windows 95

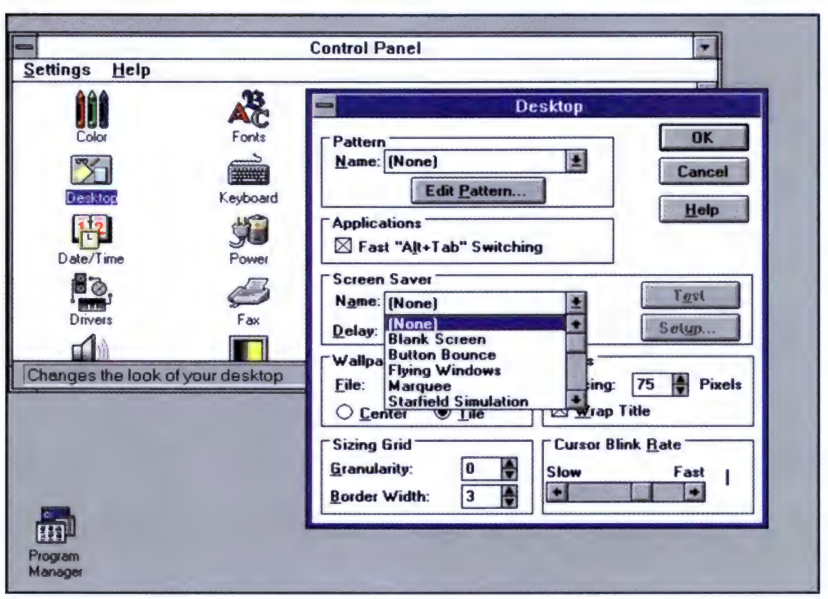
Getting your copy of Microsoft Windows 95 is the first step to transforming your system into a state-of-the-art 32-bit platform for all the latest and greatest new applications and hardware. It is also one of the most simple and hassle-free installations of an operating system that has ever been produced. But there are a few things you can do to make it go even smoother.

The first is to do a little hard disk housekeeping. You want to make sure that when you move to Windows 95, you do not take any unwanted items with you. These might include viruses, files you no longer need, and applications that have become outdated or that you haven't used in years.

Do your housekeeping first

After ensuring that your hard disk is virus-free and tidy, you then will want to ensure that there is enough free space to comfortably install Windows 95. You will need at least 40 to 55 MB of free hard disk space and between 50 and 55 MB if you choose to back up your previous MS-DOS and Windows system files. Also, turn off or unload any screen saver or background utilities.

Finally, you may wish to back up some of your system files—including all files with the extensions ini, dat, pwl—as well as CONFIG.SYS and AUTOEXEC.BAT files before installing Windows 95. The reason for this is that although most Windows 95 setups are easy and troublefree, it is possible that something unexpected could occur (such as a power failure in the middle of your installation) which could temporarily prevent access to your data. Having back up copies of your system files will help regain quick access to your data if this happens.



If you run a screen saver turn it off in the Windows Control Panel before installation.

Ready to install

Now you are ready to run Windows 95 Setup. It is recommended that you do this from within the Windows or Windows for Workgroups operating environment (rather than MS-DOS), but first you should shut down any running programs and remove all programs from the Startup group.

When you run Windows 95 Setup, you will notice that all your installed applications will now appear on the Start button.

It is also worth adding that it is possible to install Windows 95 from MS-DOS. In the event that you perhaps have purchased a new hard disk for installation in your PC in preparation for the arrival of Windows 95, you don't need to install Windows 3.1 on it just to get Windows 95 running. Windows 95 Setup is able to run directly from the MS-DOS prompt. However, if you are using the upgrade product, you will need your Windows 3.1 disks in order to install Windows 95. M

Support for all with Windows 95

Windows 95 supports many hardware features better than ever: Here's how to make the most of them

If you already have a network connection established under Windows 3.*x*, you'll probably find that, when you upgrade to Windows 95, everything continues to work as it did before with little or no additional configuration necessary. Putting a new computer onto an existing network is likely to be just as easy.

If, for example, you want to connect to an existing Windows NT-based server in your office, you need only install a Plug and Play–compatible network card and Windows 95 will do the rest. The beauty of Plug and Play is that it lets the system do all the work of installing and configuring drivers.

In the event that you are using a personal computer with an older network card, you will be pleased to know that Windows 95 supports these very effectively. In most cases, it will automatically detect and configure them without any user intervention. However, in the event that Windows 95 does need information to complete the configuration of your network card, it's a good idea to make a note of the IRQ and memory address settings from your existing network card.

Mobile computing tips

If you have a set of files that you want to keep synchronized between your notebook and desktop computers, use Windows 95 to create a Briefcase on your notebook.

Once you have done this, establish a connection between the two machines and then drag the documents from your desktop computer's hard disk to the Briefcase on your notebook. Then each time you connect the computers, the Briefcase will synchronize your files.

There are a number of other options available in making the connection between your notebook and desktop computers. If you are not connecting via a network card, Windows 95 provides the option of using a direct cable connection using a special serial or parallel cable to transfer files and update your Briefcase.

For notebook computers with power management facilities, you can get detailed information on remaining battery life by double-clicking the Battery icon in the lower right corner of the screen.

Once you have made the direct cable connection, you can set up your desktop computer to "share" drives (such as CD-ROM) so that they can be used by the notebook computer—allowing you to install CD-ROM software onto your notebook computer using your desktop computer's CD-ROM drive. And if your desktop computer is on a network, your notebook can access it.

If you have a direct cable connection and want to connect with another computer, click the Start button, point to Programs, point to Accessories, and then click Direct Cable Connection.

Windows 95 is clever about the way it works with the power management systems included on all newer notebook computers. Without requiring your computer to load any special battery management utilities, Windows 95 keeps track of remaining battery power. M

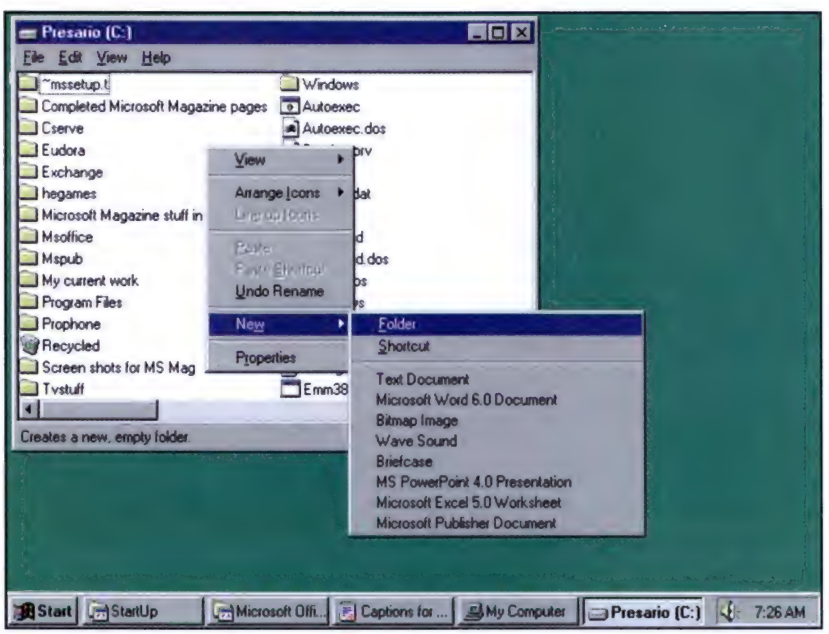
Tips and tricks with Windows 95

If you want to know the quickest way to get from A to C in Windows 95–without stopping at B first–start here

The Microsoft Windows 95 operating system has been designed with incredible attention to the small details that can make life easier for you. And there are dozens of quick tips and tricks that will give you better control of your Windows 95–based computer and help you get things accomplished much more quickly. Here are a few of the interesting ones:

ALT+ENTER (or pressing the Alt key and double-clicking) brings up the properties information in many parts of the Windows 95 environment. From the Start menu, for example, ALT+ENTER brings up the taskbar properties. Pressing ALT+ENTER when you have the My Computer icon selected gives you the same dialog box that you see if you double-click the System icon in the Control Panels folder. If you are curious about the status of your hardware, you can examine the available interrupt requests (IRQs) and other hardware settings here.

You can create a new file by clicking the right mouse button on the desktop or within a folder, choosing New, and then choosing the type of file you want to create.



If, from the File menu in the Windows 95 WordPad application, you select the Save As menu option, you will be presented with a list of files and folders. You can then click the right mouse button within the file list area and use the New option to create a fresh folder into which the current document can be saved.

If your prefer using your keyboard, instead of a mouse, you may be interested to note that you can use the keyboard to gain access to some right mouse button options, such as those available on the Start button. To do this, first highlight the Start button by pressing CTRL+ESC and then pressing ESC from anywhere in Windows 95. Then press SHIFT+F10 and you will be presented with the right mouse button menu for the Start button. You will see three options: Open, Explore, and Find. The Open option surprises many people, it makes it very easy to edit the contents of your Start menu. For details on how to do this, look up "Open" in Help and then select the section entitled "Adding a new submenu to the Programs menu."

The Windows Explorer in Windows 95 is roughly analogous to File Manager in Windows 3.*x*. Using the Options command on the View menu, some users prefer to select the Show All Files option and clear the Hide MS-DOS Extensions For File Types That Are Registered option in order to be able to easily identify filenames that would otherwise be completely or partially hidden, such as CONFIG.SYS (completely hidden) and AUTOEXEC.BAT (.BAT is hidden). This is particularly handy if you need to sort your files by document type

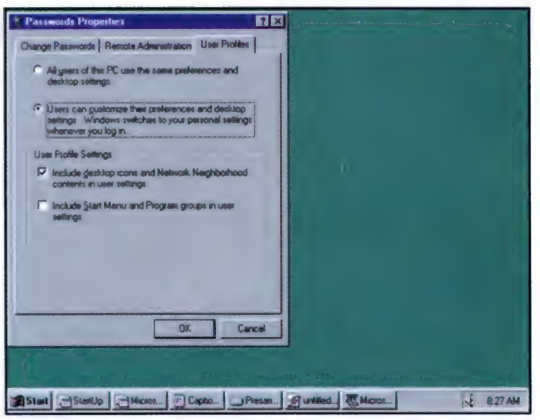
and need to see the file extension attached to registered file types.

Find is a command that has a few subtleties that aren't immediately obvious. The most important of these is the fact that the Find command offers the option of searching for actual text within a document. To do this, click the Advanced tab in the Find box and then type the text that you know is contained within the document. You can specify a document type (for example, Microsoft Word) and either a minimum or maximum expected file size—as well as file creation date—to narrow down the search.

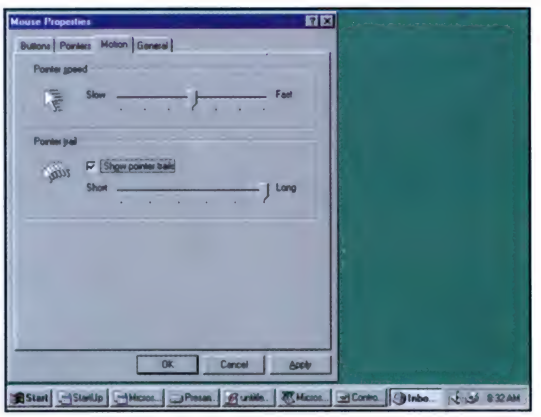
Although it provides a good opportunity for sober second thought, you don't have to use the Recycle Bin when you delete files. If you want to blast your files directly out of existence just select the files you want to delete, hold down the SHIFT key, and press the DEL key. Unless disabled, Windows 95 will still give you a warning before deleting the file. You can also set this as the default using the Recycle Bin Properties.

If you did not take the time to make an Emergency Startup Disk when you loaded Windows 95 (or have since misplaced it), you can do it now. To make a startup disk, just select the Add/Remove Programs option from the Control Panel and click the Startup Disk tab.

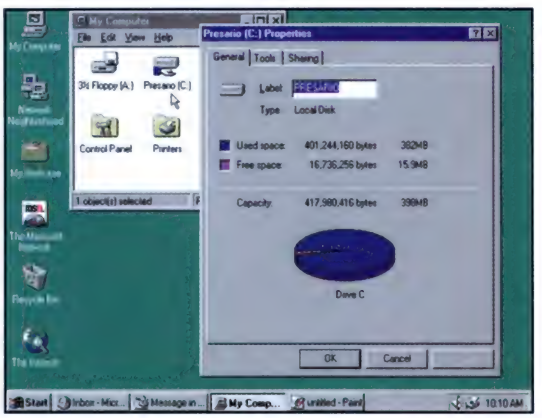
Windows 95 has a wonderful new feature called AutoPlay which automatically plays many CD-ROM titles. But you may not want a CD to run immediately—particularly an audio CD—and may wish to insert it in the CD-ROM drive and choose your own time to run it. To turn off the AutoRun option as the default for handling audio CDs, open your My Computer folder and select View, then Options, and then File Types. Select AudioCD, click Edit, and select Play in the Action list box. Finally, select Set Default to toggle Not Play as the default setting. To double-check: If the word Play is shown in bold, then the CD will play on insertion. If not, then it won't play immediately.



If several people share a computer and want to enable the ability to use custom Windows 95 desktops, they can do this using the Passwords Properties option on the Control Panel (accessed from the Settings command on the Start menu).



The mouse pointer is easier to see on laptop computers if you turn on pointer trails. Double-click on the Mouse icon on the Control Panel, click the Motion tab, and select Show Pointer Trails.



To see how much disk space is free, first open My Computer, highlight Hard Drive then click right mouse button.

If you use the Run command, (accessed from the start menu) you'll enjoy the command history that remembers the last command you typed and lets you view a list of recently run programs. You can simply select the listed command line and get Windows 95 to execute it without having to remember what you have previously typed. M

Getting the best of both worlds

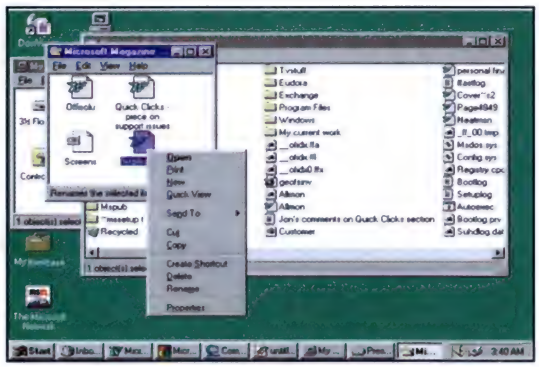
Users of Windows 3.1 will still feel right at home while settling into Windows 95

If you like a more leisurely paced transition phase, here are a few tricks you can use while adjusting to the move from Windows 3.1 to the Windows 95 operating system.

The first thing to remember is that Windows 95 does not take away any features or facilities that you had when using Windows 3.1. The new operating system enhances many of them, adds many new ones, and makes them all a lot easier to use.

The WordPad application, for example, builds on the success of Microsoft Write for Windows 3.1—but adds features such as Microsoft Word 6.0 file compatibility, support for long filenames, and many new formatting capabilities.

Similarly, the new HyperTerminal accessory will do everything you could do with the old Windows Terminal application—but can more easily keep track of many more communications configurations and offers higher performance.



Within a folder you can click the right mouse button on a short file name and choose the Rename command to give it a long filename.

And some applications in Windows 3.1 are still available in 32-bit form in Windows 95 including an enhanced Paint program, the Notepad text processor, and the Calculator.

Meanwhile, you will find that all your existing programs for Windows 3.1, such as Microsoft Office 4.2 and Microsoft Works version 3.0, operate better than ever under Windows 95. They are, however, 16-bit applications and will not immediately give you all the benefits that you would gain from newly written Windows 95 versions of your applications.

Will it be 16 or 32 bits?

Much has been said of the fact that Windows 95 is a 32-bit operating system, while virtually all existing applications for Windows are of the 16-bit variety. Does this mean that you need to buy all new 32-bit programs or upgrade the ones you already own? It all depends on what you want from your applications.

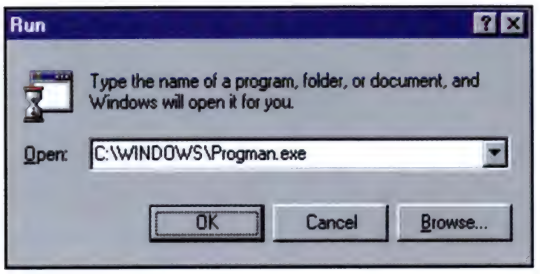
While there's little doubt that 32-bit software designed for Windows 95 will give you many advantages, there are a few tricks that can help you

WHY 32 BITS ARE BETTER

The robustness of 32-bit programs, isn't as obvious a feature as long filenames or right-mouse-button support, but many people would argue that it is very important to them. The main reason is the fact that 16-bit programs must work carefully together to share the same computer memory address space. If any program sharing that memory stops operating properly, it can be enough to bring the whole system to a halt.

Meanwhile, the 32-bit programs in Windows 95 each have their own "protected" computer memory area that is not shared and which keeps the system from being dragged down by a single, problematic program. Although there are many other technical issues too complex to go into here, there are books on the subject, including "Inside Windows 95" by Adrian King.

Windows 95 can also run many applications designed for the Windows NT operating system, including versions of Microsoft Excel, Word, Netscape, WinZip, and other popular titles. If you want to know which products are compatible with Windows 95, look for the Designed for Windows 95 logo.



Using the Run command from the Start menu, you can run the included versions of some familiar Windows 3.1 mini-applications such as Program Manager and Notepad.

make the most of your existing 16-bit applications until you are ready for the 32-bit implementations. One favorite trick is making the 16-bit programs work with long filenames. Here's how.

The long and short of it

For compatibility reasons, Windows 95 keeps track of both long and short filenames. And any existing short filename can be renamed with a Windows 95-based long filename from within a directory window or folder.

Your 16-bit application will not be able to display such long filenames within its Open or Save dialog boxes, but you will see the long filenames from within a folder on the Windows 95 desktop or by using the Windows 95 Explorer.

Alternatively, you can click the right mouse button within a folder on the Windows 95 desktop and select the New option to create a file with a long filename for use with a given 16-bit application.

If, for example, you have the 16-bit version of Microsoft Excel installed on your personal computer and want to create a new spreadsheet with a long filename, you just use the New option and select Microsoft Excel Worksheet in the list of available new file types. This will place an empty Microsoft Excel file in your file list.

You then can type a long filename for this worksheet and double-click it to load it when you are finished. Then add data to the worksheet and use it as you normally would, saving when you are finished.

CUSTOMIZING YOUR START MENU

The Start button is the gateway to many features of Windows 95. As the feature most new users explore first, it's surprising that so many of its functions remain undiscovered. If you haven't yet discovered the many keyboard shortcuts in Windows 95, try: CTRL+ESC which displays the Start menu without having to use your mouse or trackball.

Perhaps you've tried dragging your favorite applications to the Start menu to automatically produce shortcuts, but chances are, you haven't seen the hierarchical Control Panel before. With it, you can quickly access items in your Control Panel folder directly from the Start menu. Here's how to create it.

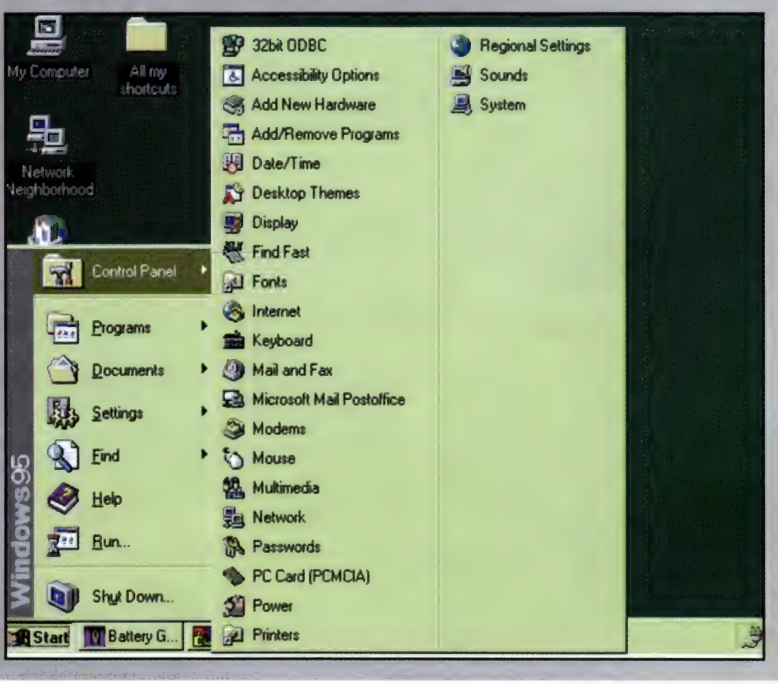
How to create a hierarchical Control Panel in the Start menu

① Click the right mouse button on the Start menu.

② Open the Start Menu folder and create a new folder in it.

③ Name this folder exactly as follows:

```
Control Panel.{21ec2020-3aea-1069-a2dd-08002b30309d}
```



Although the 16-bit version of Microsoft Excel will not display the long filename while you are working with the file, when you return to your desktop directory list you will see the long filename there and be able to reload the file at any time by double-clicking it. You also can open from the Documents menu on the Start button. M

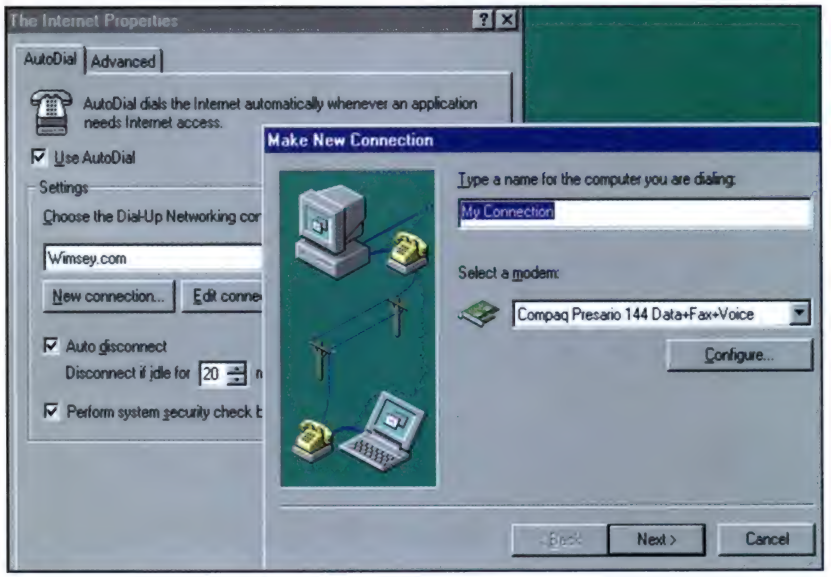
Exploring the Internet

We offer tips on making the most of a very important feature of Microsoft Plus!–Microsoft Internet Explorer

When you install the Microsoft Internet Explorer program included with Microsoft Plus!—and also available on The Microsoft Network—you immediately have access to a unique, highly personal, and flexible way to surf the Internet and its World Wide Web service. From The Internet icon, you can change how your connection is made even after you have installed Internet Explorer.

Multiple dial-up connections

If, for example, two people are going to share a computer, but they each use different service providers to connect to the Internet and the World Wide Web, you can set up multiple dial-up connections to the Internet without having to use the Control Panel or the Start button. To do this, click the right mouse button on The Internet icon and select the Properties option to make changes via The Internet properties sheet. Two tabbed sheets of options are presented. The first, AutoDial, lets you add a new connection option to The Internet. Just press the New Connection button and fill in the relevant details about your server provider's phone number, domain name, IP address, and method of connection.



You can use a right-click option to change how your Internet connection is made, even after you have installed the Internet Explorer.

This AutoDial tab sheet is also where you can set how long Internet Explorer will wait before "timing out" and logging you off the system. The default setting for this AutoDisconnect option is 20 minutes. If your connection is made via a long-distance line, you may wish to shorten this setting.

Making history

The default setting for the History feature allows you to keep track of the last 300 places you visited on the Internet. (You can change it by choosing the View menu, selecting Options, and clicking the Advanced tab.) Choosing the More History menu item under the File menu of Internet Explorer opens a folder containing up to 300 of the last places you visited on the World Wide Web.

If you wish to instantly jump to any of those sites, just double-click the icon representing it. You can drag any of those icons from the History folder to the desktop as a shortcut to the referenced site. Shortcuts to Web pages also can be created from a command under the Internet Explorer File menu called Create Shortcut, which you can choose whenever you are at a Web page you use regularly.

Web pictures as wallpaper

One final tip: The fastest way to grab a picture from the Web to use as Windows 95 desktop wallpaper is to click the right mouse button on the image you want to grab and select the Set As Desktop Wallpaper option. When you next return to your desktop, you'll see the image set as part of your desktop wallpaper. M

Microsoft
MAGAZINE

READER RESPONSE CARD

Circle the number corresponding to the advertised product or service you are interested in and mail the completed card free of charge today.

101	106	111	116	121	126
102	107	112	117	122	127
103	108	113	118	123	128
104	109	114	119	124	129
105	110	115	120	125	130

0995

NO POSTAGE
NECESSARY
IF MAILED
IN THE
UNITED STATES

BUSINESS REPLY MAIL

FIRST-CLASS MAIL PERMIT NO. 1099 SKOKIE, IL

POSTAGE WILL BE PAID BY ADDRESSEE

MICROSOFT MAGAZINE
PO BOX 1162
SKOKIE IL 60076

Windows 95 still does MS-DOS

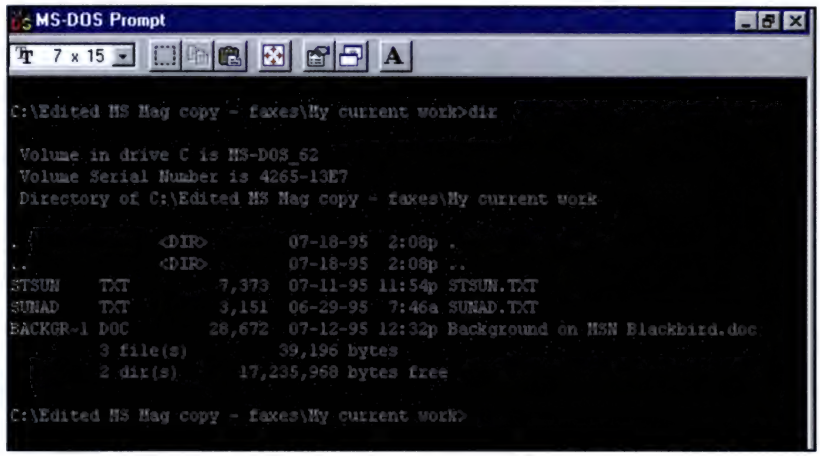
Old favorites don't get older under Windows 95–they just run better

One of the best-kept secrets of Windows 95 is the extensive set of facilities it adds to work carried out from the MS-DOS Prompt. From the Programs folder on the Start button, you can access the MS-DOS Prompt directly to issue traditional MS-DOS commands and run any MS-DOS-based applications you may have.

You do not, however, have to use the command prompt to start your MS-DOS-based applications. Use the Run command from the Windows 95 Start button to either type the name of the application you wish to run or use the Browse option to select the name of the application from your hard disk's directory.

Meanwhile, if you are doing some work at the Windows 95 MS-DOS Prompt, you will find there are many new features provided to support you better. For example, directory management from the command prompt in Windows 95 incorporates the full benefit of long filenames. The DIR command in MS-DOS now shows both the standard short filenames as well as the long filenames of Windows 95. Abbreviated short filenames are automatically assigned to each Windows 95–based long filename.

The Windows 95–based user will always see the long filename of the document. But when a Windows 95–based long filename document is accessed via MS-DOS or a Windows 3.1–based application, only the short filename will be shown. If users know that a document is called A_DOCU~1.TXT when accessed from MS-DOS and goes by the name "A document with a long filename" when accessed from Windows 95, then sharing that document will be a lot easier.


MS-DOS Prompt
7 x 15
C:\Edited MS Mag copy - faxes\My current work>dir
Volume in drive C is MS-DOS_62
Volume Serial Number is 4265-13E7
Directory of C:\Edited MS Mag copy - faxes\My current work
. <DIR> 07-18-95 2:08p .
.. <DIR> 07-18-95 2:08p ..
STSUN TXT 7,373 07-11-95 11:54p STSUN.TXT
SUNAD TXT 3,151 06-29-95 7:46a SUNAD.TXT
BACKGR~1 DOC 28,672 07-12-95 12:32p Background on MSN Blackbird.doc
3 file(s) 39,196 bytes
2 dir(s) 17,235,968 bytes free
C:\Edited MS Mag copy - faxes\My current work>

The standard DIR command in MS-DOS now shows both the standard eight plus three character extension short filenames (used by previous versions of MS-DOS) as well as Windows 95–based long filenames.

You can further simply access, cut, copy and paste operations on the new Windows 95 toolbar. This makes it far easier to integrate text or graphics from MS-DOS–based applications with your Windows 95-based applications.

The MS-DOS functions in Windows 95 are so smoothly integrated with the rest of the operating system, you can actually load a Windows-based application by typing the new Start command followed by the application's name.

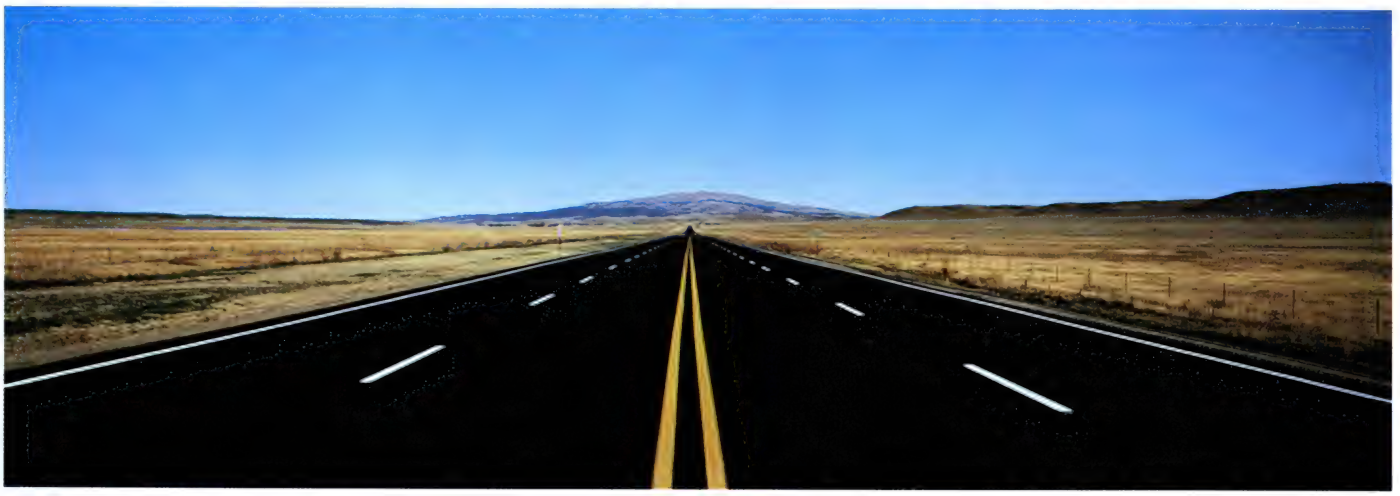
If you have Microsoft Office for Windows 95, for example, simply type **start winword** from the command prompt to launch Word in its own window.

Also useful is the ability to open individual files from the command prompt. Simply typing **start** and the name of a file you want to open will launch the application associated with it. Type **start/?** will show all of the options available for this command.

Be sure, however, that either you have a PATH statement in your AUTOEXEC.BAT file that lets you access the directory containing these files or that you enter the directory containing the files using the Change Directory command. M

MSN: A ticket to travel

Take a tour of The Microsoft Network, stopping at a few places that will help you make the most of your membership



Membership Pricing (U.S. only)

Charter Member Annual Plan (Offer limited to the first 500,000 members). $39.95 per year; includes three hours of usage per month; each additional hour is $2.50.

Annual Plan $49.95 per year; includes three hours of usage per month; each additional hour is $2.50.

Frequent User Monthly Plan $19.95 per month; includes 20 hours of usage per month; each additional hour is $2.00.

Standard Monthly Plan $4.95 per month; includes three hours of usage per month; each additional hour is $2.50.

Visiting MSN, The Microsoft Network, is more like taking a tour of your favorite destination than dialing up a computer-based online information service. There are places to relax and read the day's news, a chance to visit dozens of "local attractions," lots of areas to shop and browse, as well as many places to stop by and have a chat. And there is a truly international flavor to it too, with members and content providers from around the globe. With MSN, you don't have to leave home to experience any of these things.

Your fastest route to the Internet

One of the biggest attractions of The Microsoft Network is a fast and easy way to connect to the worldwide Internet network and its World Wide Web pages.

The Internet, especially the World Wide Web, has undergone incredible growth in the past year, becoming a great place to find information and entertainment. In fact, all that growth has made finding what you want on the Internet increasingly difficult.

MSN helps make information on the Internet more accessible. The Internet Explorer browser makes it easy and fun to navigate and find the most valuable sources of information. And most important, MSN integrates its own information sources with the Internet so you get a seamless presentation of the best information available.

The Microsoft Network takes advantage of the Windows 95 operating system, so you get one-button setup and access to MSN and the Internet right from your desktop. No more fiddling with arcane networking protocol and installing multiple programs. MSN takes care of all that for you. And using MSN is just like using Windows 95, because everything works the same way. You use the same toolbar and navigate through information on MSN and the Internet the same way you search for files on your hard disk.

Explore the World Wide Web and the rest of the Internet with full TCP/IP PPP access (World

Wide Web, FTP, Gopher, IRC, and Telnet are all available in the U.S. and Canada).

MSN organizes and presents Internet content so it is easy to find and retrieve. There's no need for you to know cryptic Internet addresses because MSN presents services and sites in a logical, graphical way. Topical and special interest Guidebooks help you find the best sources of MSN and Internet information available. MSN producers regularly scan the Internet for new and useful sites to integrate with MSN content for your use.

When you start using Internet Explorer on The Microsoft Network, you can personalize how you want to use it. If, for example, you quickly want to move back to a previously-visited page, you can look under the History option under the File menu and select it—or set a bookmark when you are at a page that you know you'll want to return to. (For some specific tips on how to use Internet Explorer, see page 24.)

Getting there

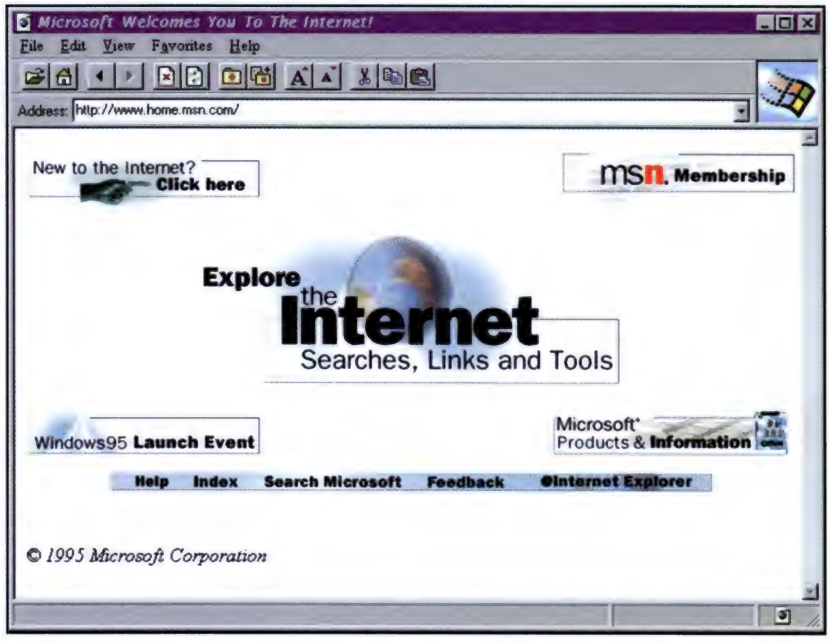
Another advantage that The Microsoft Network offers over any other online service is its ability to help get you where you want to go. To provide you with a guide to using this unique interface, we offer a collection of tips. They will act as a practical demonstration of both the content on MSN, and the tools that are provided to help you work with that content.

① Use the Find command under the Tools menu or from the Windows 95 start menu to help you get to places quickly. The MSN Find command lets you specify keywords to find subject areas, categories, folders, and bulletin board system postings on virtually any topic. Typing **jobs** as a search criteria, for example, will show you dozens of places on MSN that deal with employment opportunities and advice on how to find a job. Search results are displayed the same way as with the Windows 95 Find command—and it is easy to jump from the Find results screen to any of the found items on the list.

② You'll soon discover that the power of MSN lies in its users. Have you ever thought about going to see a movie but wanted to get a few different opinions about it first? Imagine being able to get the honest impressions of 80 or 100 people online before making your decision. That is what's possible in the Movies BBS section of the Movies category of The Microsoft Network, where moviegoers the world over offer their opinions of films and TV past and present. Never before has an online service offered such a global perspective to its users from the moment of launch.

The MSN, more than any other online service, helps you get to where you want to go

③ Clicking your right mouse button brings up a shortcut menu with options that let you Open, Explore, Create a Shortcut, Add to Favorite Places, and go to the Properties sheet for the item you are selecting. While the usefulness of most of these options is


Microsoft Welcomes You To The Internet!
File Edit View Favorites Help
Address: http://www.home.msn.com/
New to the Internet? Click here
msn. Membership
Explore the Internet
Searches, Links and Tools
Windows95 Launch Event
Microsoft Products & Information
Help Index Search Microsoft Feedback Internet Explorer
© 1995 Microsoft Corporation

The Microsoft Network provides you with a fast and easy way to connect to the worldwide Internet network and its World Wide Web pages.

obvious, the Properties sheet for MSN items offers particular insight into the structure of MSN. The Properties screen shows you two tabbed lists of item properties: General and Context. The General screen shows you the Name of the place, the Go Word you can use to jump to it quickly, the MSN category to which it is assigned, the Type of information offered, the Rating, any price that may be attached to it, and brief description. The Context tab in the property sheet gives you information about the language used (whether it is French, German, or English), the topics covered, the key people and places associated with it, the Forum Manager (where applicable), the owner, the date it was created, and last updated, and its size. Using this information from the Properties sheet, you can make much more informed choices about where you want to go on MSN—and what to expect when you get there.

④ Downloaded files live in the Transferred Files folder of The Microsoft Folder inside your Program Files folder. No doubt you would figure this out, but it always helps to have ways to get to places a little quicker. M

MSN: THE DIFFERENCE

Russell Siegelman, general manager of Microsoft's MSN Division, is a driving force behind the creation of MSN, The Microsoft Network. Here he offers some insights on how and why the service was established. Russ Siegelman speaks out on:

HOW MSN HAS DEVELOPED: The Microsoft Network has been in beta since last November. As of mid-July, we had more than 100,000 active beta users, which is the largest beta program for any online service. More than 30 percent of our beta users are outside the United States, so this really is a worldwide service. We have more than 200 content providers ready and going, and more will soon be up and running. Using key publishing tools, MediaView and a tool currently code-named "Blackbird," we already have online publications available on MSN and will have a lot more over the next three to six months. Our editorial staff is up and running. We have produced a number of live events. We produce "MSN Today" every day, so the service is in a daily production mode already.

THE REASON FOR MSN'S EXISTENCE: Our mission is simple—to bring more people online and to bring better content online. The growth rate of users and content on the Internet and online services is incredible. But even so, the installed base of users is still relatively small—10 percent of U.S. homes. Outside the United States, the figure is much lower. There is huge opportunity here and we think that MSN will bring more people online.

WHAT MSN DOES DIFFERENTLY: Another part of the whole equation of capturing this opportunity and really making this industry a mass-market phenomenon is better content. Much of the existing content doesn't take full advantage of the interactive online medium. We believe that to really make customers get on and stay on, we have to produce much better content.

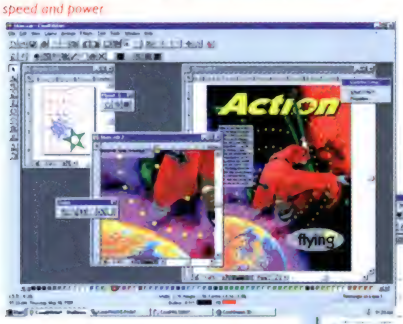
WHAT USERS WANT: We've done a lot of focus groups over the past two years as we've gotten ready for The Microsoft Network, and I've got 100,000-plus customers who can send feedback by electronic mail every day. Customer requirements are pretty simple: They want it to be easy and affordable to get on. They also need help finding what they want. The Internet interests a lot of customers, but when they sign up they are overwhelmed by content. That's why it's our goal to help make sense of the Internet for our members. Microsoft is investing in MSN for the long term. To make MSN a success, we've got to focus on customer satisfaction and on giving our members what they want online.

NEW!
COREL DRAW!
The Best in 32-Bit Graphics!
6
CD-ROM Format
Includes:
CorelDRAW 6
Illustration and Page Layout
Corel PHOTO-PAINT 6
Photo-Editing and Bitmap Creation
Corel PRESENTS 6
Business and Multimedia Presentations
CorelDREAM 3D 6
3D Modeling and Rendering
New Highlights:
Increased speed and power
Multiple Document Interface (MDI)
Fully-customizable toolbars, hot keys and status bar
Greater ease of use with Wizards and Tutor Notes
Precision to 0.1 micron
New tools: polygon, knife, panning, spiral, graph table, eraser tool, connector lines and angled dimension lines
3D modeling, rendering and animation
Natural media brushes: chalk, airbrush, felt tip and more
AVI file editing (video)
Professional business and multimedia presentations
OLE 2.0 in-place editing and OLE automation
Macro recorder
Printing and Prepress enhancements: CIP3, print styles, proofing options and imposition

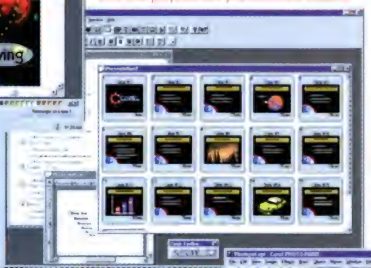
CorelDRAW 6 is here!!!

With awesome speed, power and accuracy plus hundreds of enhancements, CorelDRAW 6 reaches a new level of graphics productivity. CorelDRAW 6 offers fully-featured software applications for illustration, photo-editing and bitmap creation, business and multimedia presentations and 3D rendering. Plus nine great utilities and incredible libraries.

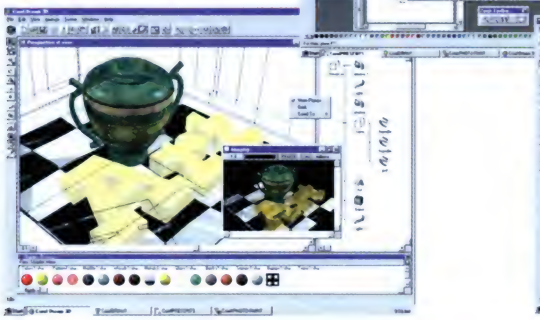
CorelDRAW 6 - Multiple Document Interface, increased speed and power



Corel PRESENTS 6 - CorelMOVE, CorelCHART and CorelSHOW integrated into one professional presentation module



CorelDREAM 3D 6 - Powerful 3D software with easy-to-use CorelDRAW interface



Corel PHOTO-PAINT 6 - More speed, unlimited file size support

Includes

- CorelDRAW 6
- Corel PHOTO-PAINT 6
- Corel PRESENTS 6
- CorelDREAM 3D 6

Plus

- 25,000 clipart images and symbols
- 1,000 photos
- 1,000 TrueType® and Type 1 fonts
- Over 500 3D models

Microsoft Windows 95
Microsoft is a registered trademark of Microsoft Corporation

TigerDirect
1-800-CD-TIGER
1-800-238-4437

CorelDRAW 6 $479.99* CD-ROM Version
CorelDRAW 5 to CorelDRAW 6 upgrade $249.99*

*US$ plus applicable taxes

COREL®
custserv@corel.ca
Call now for faxed literature!
1-613-728-0826 ext. 3080
Document #1082

Circle 105 on the Reader Response Card
KUR-0114

To see an autodemo and more, go to http://www.microsoft.com/msoffice starting 8/24. ©1995 Microsoft Corporation. All rights reserved. Microsoft is a registered trademark and *Where Do You Want To Go Today?* is a trademark of Microsoft Corporation. Windows is a registered trademark of Microsoft Corporation for its Windows operating system products.

Microsoft®
WHERE DO YOU WANT TO GO TODAY?™

Announcing new Microsoft® Office for Windows® 95.
Software that doesn't hold you back. Software that presents fewer obstacles.

Five integrated applications, one entirely new approach to the way they work.
It's not merely an "upgrade." It's not just about new features and new buttons.
It's about easier, more intuitive access to capabilities old and new.
Software that speaks your language, that answers your questions.

Now you have a suite of productivity programs designed to take advantage of Windows 95.
Programs that let you focus on your work, not on your software.

Circle 106 on the Reader Response Card

A new approach to the office

Customize the Office for Windows 95 environment and learn about the consistent features across all programs

Microsoft Office for Windows 95 is the most tightly integrated Office suite yet, providing a huge range of business and productivity tools with a user interface that is more firmly coupled with the Windows operating system than ever.

You can do many things in Microsoft Office without knowingly opening a single program (such as Microsoft Excel, Word or PowerPoint®). Office 95 integrates all its components so well that you really do think of them as a single program that is capable of handling a huge variety of jobs.

It is designed to get you away from thinking, "First I'll work in my spreadsheet, then paste a table into my word processor and import data from both of those into my presentation package." The purpose behind Microsoft Office for Windows 95 is to bring the focus back to the jobs that you have to do in your working life and not just the tools that you might use to accomplish those jobs.

Microsoft Office provides you with a number of ways to customize your working environment to your needs. If you are able to quickly get at the features you use most often, then you will be able to spend more time concentrating on the content of what you are creating.

Create your own toolbars

That's the idea behind the new Office Shortcut Bar, which replaces the familiar Microsoft Office Manager (MOM) used in Office version 4.x. MOM enabled users to launch and switch easily between programs.

With the new Office Shortcut Bar, you can not only launch and switch between programs, but also dock files or programs directly onto the Office Shortcut Bar.

The Shortcut Bar gives you quick access to the File Starter, lets you immediately open a document, or make use of the new Answer Wizard help system. You can even create your own toolbars using the Office Shortcut Bar. Here's how:

① Click the Office Shortcut Bar and, holding the mouse down, drag the Office Shortcut Bar to the middle of the screen. You can then take

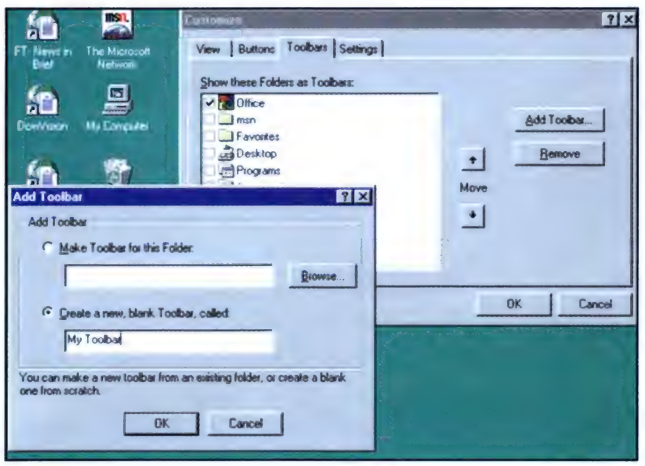
a close look at the icons that have been preassigned to the Shortcut Bar.

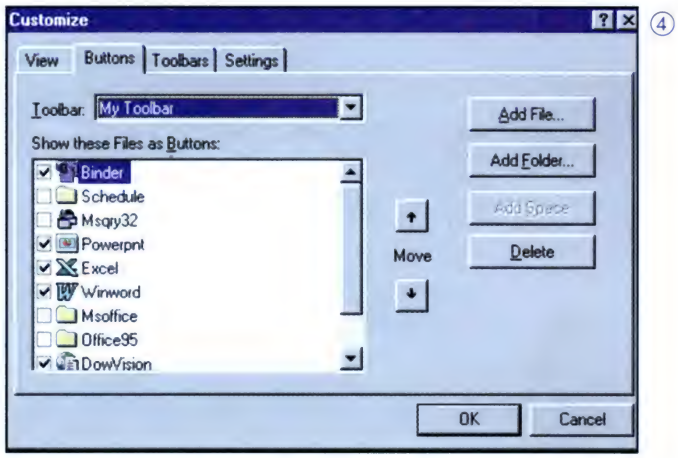
② Click the right mouse button on the Office Shortcut Bar and choose Customize from the shortcut menu.

③ On the Toolbars tab, click Add Toolbar, select the Create A New, Blank Toolbar, Called option, type a name for your toolbar, and click OK.

④ Click the Buttons tab, and select the name of the toolbar you just created.

⑤ Use the Add File button to move to your Office95 folder and select Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft Binder, and Microsoft Schedule+. Then click the View tab and make sure the AutoFit Into Title Bar area option is selected.





Here you see the six steps used to create our custom toolbar example on the Microsoft Office Shortcut Bar. Note how a shortcut to an Internet site that had been created on the Windows 95 desktop has been dragged and dropped on the custom toolbar in the bottom right screen. Any desktop shortcut can be dragged onto the Shortcut Bar.

Making the right choice

To provide a bit of guidance in making the right choice on how to do two popular tasks using the programs in Office for Windows 95, we offer the following tips:

DECIDING WHICH OFFICE PROGRAM TO USE TO CREATE A TABLE

Before you create a table, you need to determine which Office program is best suited to your task. To create a table, you can use Microsoft Word, Microsoft Excel, or Microsoft Access. All three programs can automatically format the table for you.

- For a table that includes complex formatting such as bulleted lists, custom tabs, numbering, or hanging indents, use Word.
- For a table that includes complex calculations, statistical analysis, queries, or charts, use Microsoft Excel. However, if your table entries will exceed 255 characters in length, do not use Microsoft Excel; instead, use Microsoft Access or Word.
- For powerful sorting and searching capabilities, use either Microsoft Access or Microsoft Excel.
- If you need full relational database capabilities, create your table in Microsoft Access.
- For a table that you easily can include in a PowerPoint presentation, use Word.

CHOOSING A TOOL FOR MAKING A LIST OF NAMES AND ADDRESSES FOR A MAIL MERGE

Before you create a list of names and addresses for a mail merge, you need to determine which Office program is suited to your task. For a mail merge, you can use a list you create in Microsoft Access, Word, Schedule+, or Microsoft Excel.

- For a small or medium-size list of names and addresses in which you don't expect to make many changes, click Create Data Source in the Word Mail Merge Helper.
- To use the names and addresses in your Schedule+ Contact List, use the Word Letter Wizard or the Insert Address button.
- For an automatically numbered list, use Word.
- For a longer list, where you expect to add, delete, and change entries, or for a list of numbers, use Microsoft Excel.
- For powerful sorting and searching capabilities, use either Microsoft Access or Microsoft Excel.
- For a list with full relational database capabilities, for a large list, or for a list you can share with others, use Microsoft Access.

Click the OK button and you'll see your new toolbar available on the Shortcut Bar.

⑥ To add other programs as well as Windows 95 desktop shortcuts to the Shortcut Bar, just drag any Windows 95 shortcut icon to the Shortcut Bar and it will immediately be fixed there. You also can grab application icons from within file folders and place them on the Shortcut Bar as well.

Shared code

One of the ways Office for Windows 95 has been able to take a dramatic step toward its goal of better integration has been to have a significant amount of shared resources and computer programming code. Microsoft now has a centralized Office development team that writes code that is shared across Office programs.

Shared code, such as File Open and File Starter, is written once and used across Office. Now you can use one dialog box, File Starter, to create any type of new document or launch one of the dozens of predesigned templates. The result is a more consistent set of programs and better integration for more seamless use.

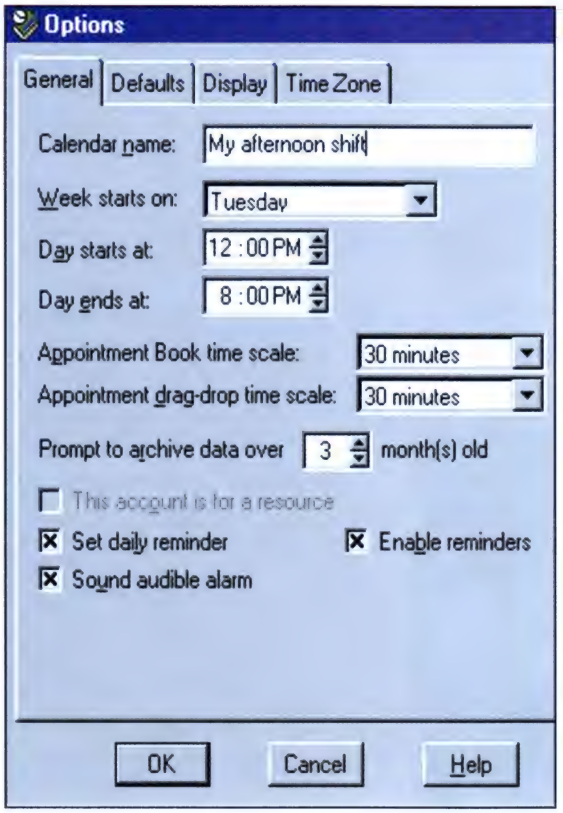
Shared code also means that *features* can easily be shared across Office programs. For example, content indexing and searching—most requested by users of word processors—is very useful in other programs as well. You now can conduct full content index searching across all file types at once. Because this functionality is provided via shared code, all the Office programs have it and it operates the same way in each.

Using Schedule+ to work with tasks and projects

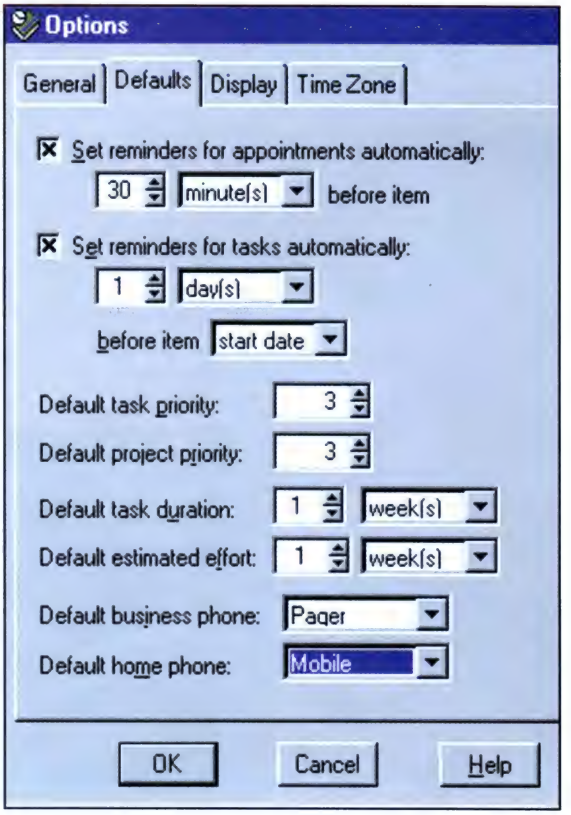
In the Schedule+ program that is part of Microsoft Office for Windows 95, you have considerable

continued on page 36

①



②



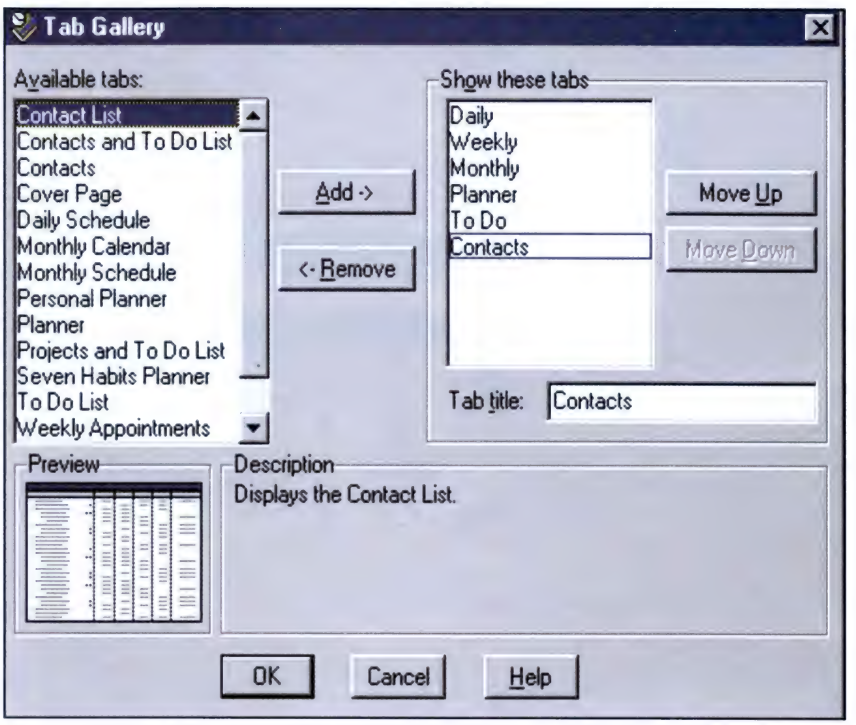
Schedule+ can be personalized so that it better reflects your individual schedule and projects:

① Not everyone works from Monday to Friday or from 9 A.M. to 5 P.M. You can adjust your Schedule+ options to reflect this fact.

② Mobile users will like the fact that they can set pagers and mobile phones as default numbers — and that reminders can be made far enough ahead of time to allow them easily to get from one appointment to the next.

③ Schedule+ does not require you to work with a predefined set of Tabs in your schedule book. You can easily add and remove different tabs to suit your business needs.

③

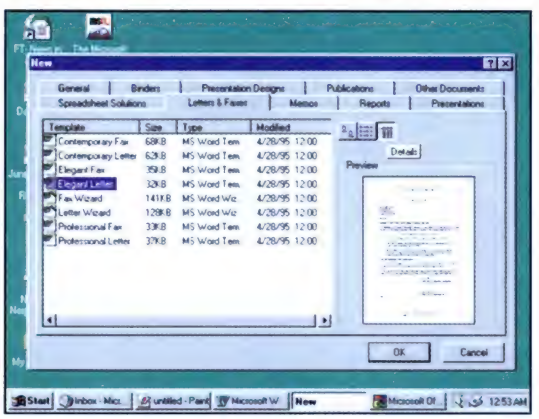


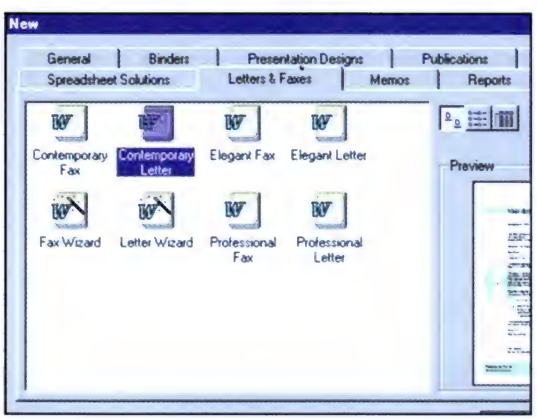
considerable control over the way you handle projects and tasks—and can extensively edit information used to keep track of both.

You can change information regarding a task in either the Schedule+ To Do List or the Task dialog box. To do so, do one of the following on the To Do Tab:

In the To Do List, select the field you want to change, and then either type the new information or use the arrows to select a new choice. Or in the To Do List, select the task you want to change and then either press the ENTER key or click the Edit button on the toolbar. In the Task dialog box, make the changes you want and then choose the OK button.

The File Starter dialog box is shared across all the Office programs and allows you to take a task-oriented approach to creating documents rather than search through directories to look for cryptic MS-DOS template filenames.





To delete a task

① In the To Do List, select the task you want to delete.

② Do one of the following: Click the Delete button on the toolbar or from the Edit menu, choose Delete Item (CTRL+D).

To change a project

① In the To Do List, double-click the row selection button for the project you want to change, or select the project's row and click the Edit button on the toolbar.

② In the Project dialog box, change the project name or the priority and choose the OK button.

To delete a project and its tasks

① In the To Do List, select the project you want to delete.

② From the Edit menu, choose Delete Item. Schedule+ reminds you that all tasks in this project will also be deleted.

③ Choose the Yes button.

Browsing through the File Starter

The new File Starter dialog box is shared across all programs in Microsoft Office for Windows 95. It provides an easy-to-use solution for retrieving and managing your document templates.

Using the familiar tabbed dialogs pioneered in Office 4.*x*, you can quickly switch between categories to find the template you want. To get an idea of how it works, try this:

① Click Start A New Document on the Office Shortcut Bar.

② Click the Details button to view more information for each template. Note that these document templates have long filenames.

③ Click the Large Icons button. Note that ToolTips even work inside dialog boxes in Office for Windows 95, providing you with further assistance.

④ Click the Presentation Designs tab and the Spreadsheet Solutions tab to view the more than 50 templates that come with Office. Note that you can "preview" their content before opening them.

Automated features across programs

In Microsoft Office for Windows 95, it is now easier than ever to insert a Microsoft Access table or query as a Word table.

Using the steps below, you will not only be able to insert such a table, but also be able to quickly format the table–as well as specify exactly which records from your Microsoft Access database that you would like to have included in the table.

① In the Word document, click where you want to insert a Microsoft Access table or query.

② From the Insert menu, choose Database.

③ Under Data Source, click Get Data.

④ In the Files Of Type box, select MS Access Databases (*.mdb).

⑤ In the File Name box, type the name of the Micrsoft Access database you want, and then click OK.

⑥ Click Table AutoFormat or Query Options.

⑦ In the list, select the table or query you want, and then click OK.

⑧ Click Insert Data.

⑨ Under Insert Records, select the records you want to insert into your Word document. M

The Office Binder

Providing the flexibility for users to share information between their programs is one of the primary benefits of an integrated office suite. The new Office Binder allows you to assemble and publish multiple document types together as a single document. Based on an innovative extension to OLE technology, Office Binders go beyond compound documents to provide a new type of integration that works the way you do.

Using the metaphor of a traditional three-ring binder, Office Binders allow users to easily collect, print, and distribute collections of varied document types (Microsoft Excel, Word, PowerPoint, and some Office Compatible applications) in a single file. It can be posted on a network location so that colleagues can contribute and edit different sections of the Binder. A single Binder also makes it easier to include consecutive page numbering throughout the disparate document types for a more professional look and easy printing.

In addition, the Binder supports the Windows 95 Briefcase for updating by section. An annual report Binder could be stored on the network, and copies could be put in your Briefcase to take home. You could update the spreadsheets while another person updates some text. When you update your Briefcase contents the next time you are connected to the network, only the changed sections of the file are updated.

Microsoft Office Binder - March Monthly Report- NA Division
File Edit View Insert Format Tools Table Section Help
Normal
Times New Roman
10
Sales Summary
Profit Stat
Presentati
VOLCANO COFFEE COMPANY
1 VOLCANO WAY
HILO, HI 99999
(808) 555-CAFE
HILO, HI (For Immediate Release)
New Ads Build High-End Name For Volcano Coffee Company The company's newest ad c
should feature celebrity performer endorsements to solidify Volcano as the premium brand in
product categories. "The idea is well known, but the execution should startle most everyone.
says Dave Smith Chief of Advertising. The campaign breaks next year and will run for at lea
(from "Perfect Brand Campaign" brief, Advertising, Dave Smith).
3 section(s)
1 section(s) selected
Start
CD Player - [05] 07:02
Microsoft Office Bind...
Paintbrush - (Untitled)

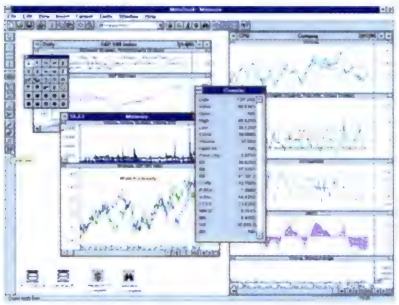
Investment Software Designed Around What You Already Know—Microsoft Windows!

METASTOCK™ is the ONLY investment program of its kind to be Certified Microsoft® Office Compatible!

MetaStock, the world's best-selling investment charting program, helps you earn higher profits with the same powerful investment tools that the pros use!

The Power of Wall Street

- Analyze stocks, bonds, commodities, futures, indices, mutual funds, options, and more to find the most profitable money making opportunities.



- Display your charts in presentation-quality, razor-sharp detail.
- Test your trading ideas to see how successful you could have been before investing real money.
- Generate buy and sell signals based on your own trading ideas.
- Search for stocks that meet your own trading criteria.
- Utilize the built in software to get price updates with your modem.

Software You Already Know

- MetaStock is Certified Microsoft Office Compatible! It performs just like Microsoft Word and Excel.
- Designed with Windows 95 in mind.
- Run the entire program with only two mouse moves : Click and Pick, and Drag and Drop. Analyze your investments, not the software!

Support You Can Trust

- Equis' top rated support professionals are also Microsoft Certified Professional Product Specialists.
- Equis puts the highest priority on providing superior customer service.
- MetaStock comes with the best User's Manual you will ever see! It's straightforward and easy to digest.
- Over 70 MetaStock users groups, plus online support on CompuServe, Prodigy, America Online, and the Internet.

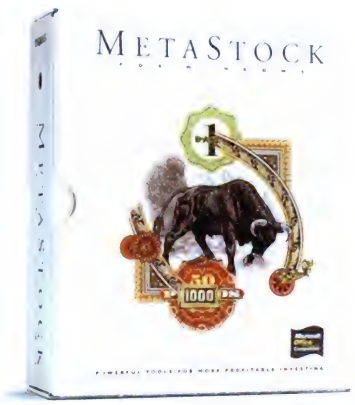
Here's What The Experts Say

"A chartist's dream, sporting a clean, simple and intuitive interface.

"Equis is known for their outstanding customer service. This tradition persists ... The support staff is extremely knowledgeable and eager to help."
—Futures Magazine

"The all-time heavyweight of technical analysis ...

"A nifty incarnation of Microsoft's dream of full object-oriented programming ...



Winner of Futures Magazine's 4 disk award, its highest rating!

"Equis has the superb technical support that's always been ... the best in the industry...

"The full, true Windows interface can't be found anywhere else. The powerhouse is back!"
—Stocks & Commodities Magazine

"... MetaStock is a truly sensational piece of software.

"Frankly, MetaStock for Windows must be the best PC technical analysis package yet."
—Futures & Options World

"New MetaStock Scores a MegaHit!"
—Barron's

FREE CATALOG!

We have used our thirteen years of experience to create EquisDirect. It is the best source of investment products you'll find anywhere.

Knowledge leads to profits and investors can increase their knowledge through products from EquisDirect.
Everything you find in EquisDirect comes with a no-risk, thirty day money back guarantee!

EquisDirect contains:

- **The hottest investment SOFTWARE**
- **The most informative VIDEOS**
- **Powerful TRADING TOOLS**
- **The most insightful BOOKS**

And Much More!!!

Order your free catalog today by calling

1-800-882-3040 Ext. 66M

Learn how MetaStock helps you become a better investor! Call for your FREE MetaStock Demo Disk!

1-800-882-3040 Ext. 66M

MetaStock is a trademark of EQUIS International, Inc. Windows, Word, and Excel are trademarks of MicroSoft Corporation.
©1995 Equis International, Inc. · 3950 South 700 East, Suite 100 · Salt Lake City, Utah 84107 USA · 801-265-8886 · Fax 801-265-3999 ·
CompuServe: GO EQUIS · Prodigy: Money Talk BB/Investment Tools/META · America Online: Keyword EQUIS

EQUIS

Circle 107 on the Reader Response Card

Online personal finance pays

Personal finance programs such as Microsoft Money for Windows 95 are set to change the way you manage money, giving you greater control over your finances

Personal computers now are equipped to do a better job than ever before in helping you control your personal finances. Not only are they faster, better equipped for storage and memory, better able to communicate with the outside world, and capable of providing superior graphics, but they also benefit from being able to use state-of-the-art personal finance software and the Microsoft Windows 95 operating system.

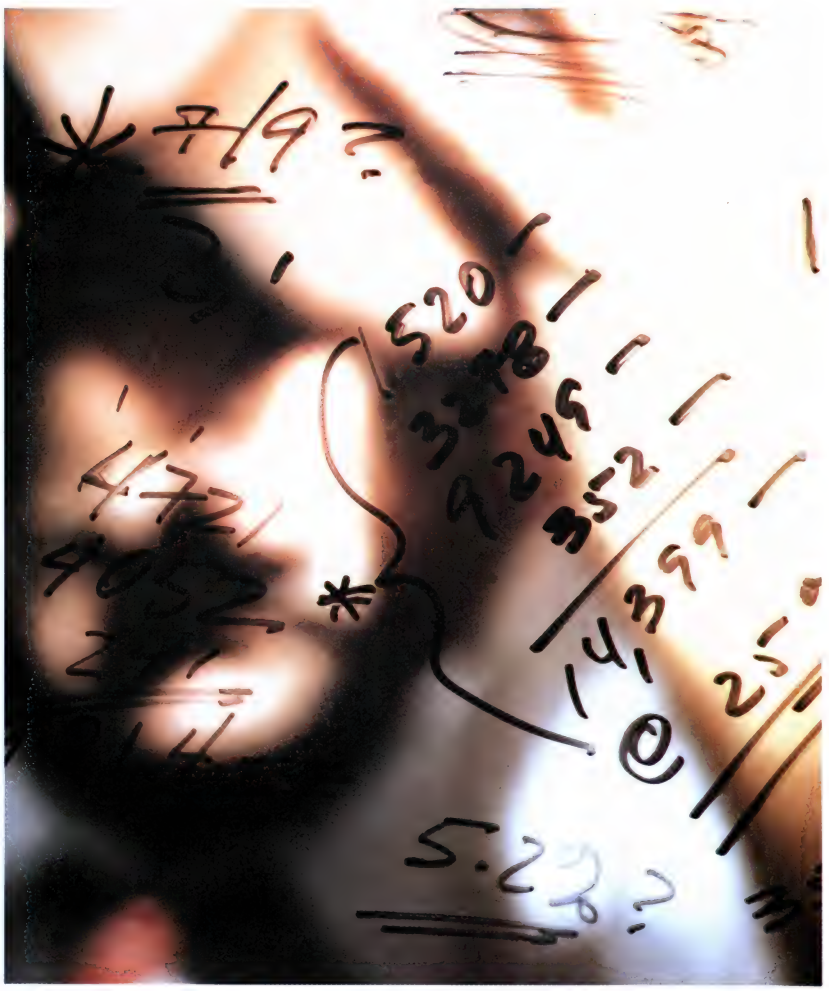
All of these factors combine to provide a platform for real online control of your personal finances, from your credit cards to your bank accounts to your investments. And never has there been a greater need for users to exercise this control, with the state of your credit cards becoming a universal determinant of whether or not you matter in the universe and the handling of your bank account being increasingly automated.

Keeping control of your credit cards

Just look at the credit card issue as one example of why you need this control. Credit cards have become a universal way to pay for any kind of purchase—whether it's a quick meal at the airport or a new television. And being in control of that credit card ensures that you don't find yourself unexpectedly exceeding your credit limit.

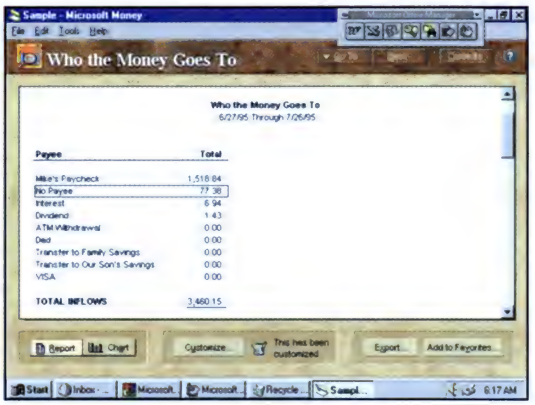
Credit card holders have discovered, to their horror, that if they don't have tight control over its use, their card sometimes can end up overextended without their knowledge or express permission. Some hotels, for example, are in the habit of "reserving" a certain amount of credit on a guest's card when the guest checks in and then letting it "fall off" the credit card charge list simply by not phoning back the credit card company to confirm the amount within a specified time period.

While this practice means that you will not have the reserved amount charged to your credit

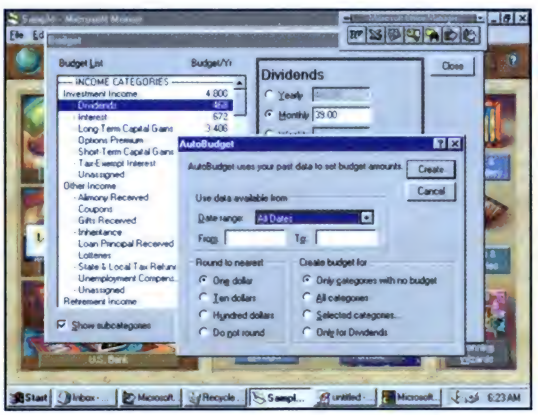


card, it does mean that until the reserved amount falls off the list of pending charges on your card, that reserved amount is unavailable to you. It can take several days for this to happen—meaning that the credit card company will not release that credit back to you until then and will decline any further charges if the reserved amount causes you to reach your credit limit. Rental car companies sometimes do the same thing, reserving an amount (sometimes representing the deductible amount on the car's insurance policy) when you rent a car, then merely letting the reserved amount fall off the charge list a few days after you return the car by not confirming the charge.

That can cause havoc on business trips and holidays when many travelers carefully watch their credit limits and plan their spending based on how close they will be to that limit when they



Having a detailed picture of your finances on your computer gives you a tremendous advantage when budgeting and tax planning.



Using AutoBudget, you can tally up how much income you have from each source and where you've spent your money in each category, and come up with a weekly, monthly or yearly budget by spending category.

Money for Windows 95

Personal finance packages with online connections are no longer a pipe dream. Microsoft Money for Windows 95 has these connections today and allows you to accomplish a wide variety of banking and financial management tasks online.

The Online Services in Microsoft Money allow you to do common banking and bill-paying tasks from your computer. Once you're set up, you simply create a list of instructions for your bank or financial institution and send them electronically from the Online Services area.

The types of Online Services offered in Microsoft Money for Windows 95 are:

ONLINE BILL PAYMENT: Known as Pay On-Line and supplied in conjunction with National Payment Clearinghouse Inc., this service lets you pay bills electronically through your computer. It works with any checking account in the United States, and will let you make payments up to two months in advance, automatically pay recurring bills, check the status of your payments, and even send checks to friends and family.

ONLINE BANKING: Known as Bank On-Line and supplied through a number of partner banks and financial institutions including Bank of Boston, Centura Bank, Chemical Bank, Compass Bank, CoreStates Bank, Crestar Bank, First Interstate Bank, First National Bank of Chicago, Home Savings of America, M&T Bank, Marquette Bank, Michigan National Bank, Sanwa Bank of California, Smith Barney, Texas Commerce Bank, Union Bank, U.S. Bank, and Wells Fargo—this service lets you electronically update your bank and credit card records, transfer funds between accounts, check your account balances, and order new checks. In fact, you can find out everything you want to know about your bank account without leaving home.

ONLINE QUOTES: Known as Quotes On-Line, this service lets you electronically download the most recent prices of your stocks and mutual funds.

All of these services require a modem with a transfer speed of 2,400 bps or more.

Microsoft
MAGAZINE

Subscribe to Microsoft Magazine at the special registered Microsoft customer price of $9.97 a year!

and for our non-registered customers $14.97 a year!

Packed with useful how-to information, Microsoft Magazine is published six times a year to keep you up to date on the latest products and industry news. Just fill out this card and return it postage-paid to start your subscription or to give a subscription as a gift.

☐ **YES!** I am a registered Microsoft customer. Bill me $9.97 for a one-year subscription. 0995A

☐ **YES!** I am a non-registered Microsoft customer. Bill me $14.97 for a one-year subscription. 0995B

NAME _____

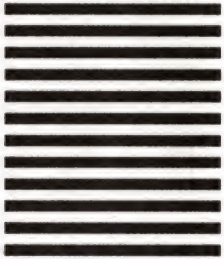
COMPANY _____

ADDRESS _____

_____

CITY/STATE/ZIP _____

NO POSTAGE
NECESSARY
IF MAILED
IN THE
UNITED STATES



BUSINESS REPLY MAIL

FIRST-CLASS MAIL PERMIT NO. 1099 SKOKIE, IL

POSTAGE WILL BE PAID BY ADDRESSEE

MICROSOFT MAGAZINE
PO BOX 1161
SKOKIE IL 60076

reach each destination. Because the practice of reserving credit is entirely legal, the only recourse open to the canny credit card user is vigilance. Credit card users should ask from the outset of a transaction (the check-in desk of a hotel or reservations desk of the car rental company) whether or not any funds are being reserved on their card—how much and for how long.

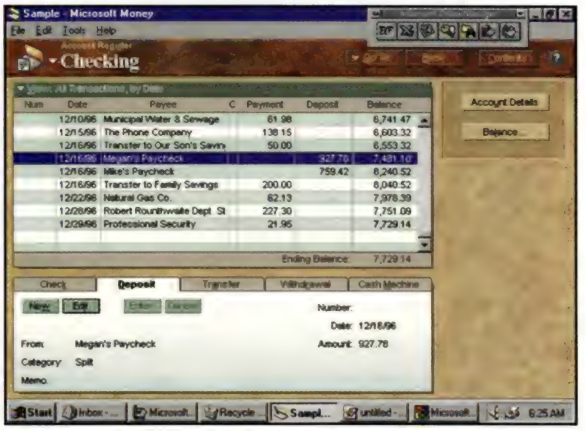
Another strong weapon of financial vigilance is delivered by the use of personal financial software with online connections. Several major credit card companies have teamed up with online service providers to offer special online versions of their cards.

Typically these services provide a number of unique customer services online—such as the ability to review the most recently posted charges. By being able to gain online access to your account information—and then download that information directly into your personal finance software without having to type any of the information—you are better equipped to have a timely and accurate picture of your account. In addition, having an extremely detailed picture of your personal finances on your computer means that you have a tremendous advantage when it comes to budgeting and tax planning.

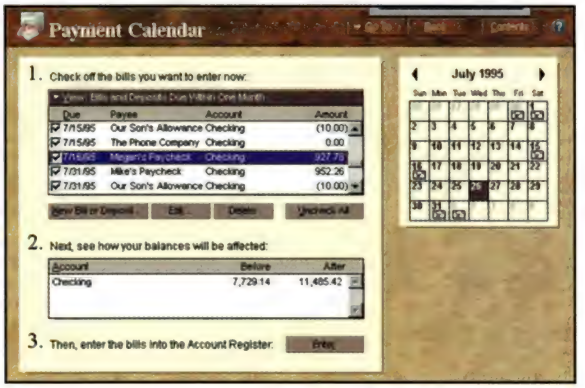
An immediate online connection to your budget

On the subject of budgeting, one of the most difficult tasks in using any kind of personal finance software is entering enough account information to start really making use of the tools within the package. Having an online connection eliminates that problem. If you are able to immediately download a significant chunk of existing information directly from your financial institution into your personal finance software, then you can start your financial planning much

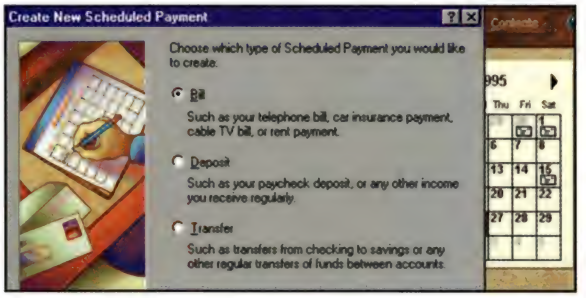
How Money can work for you



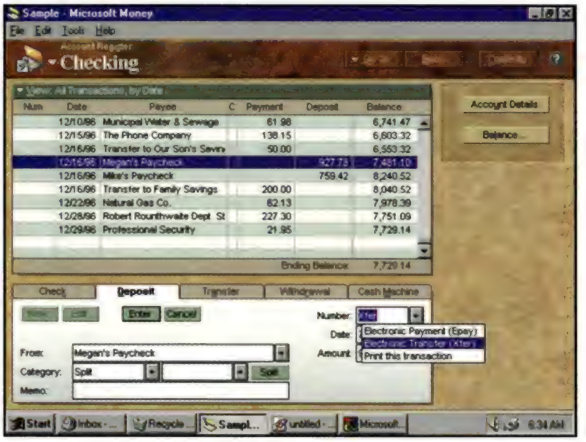
① The Account Register in Microsoft Money offers a good place to take a quick but detailed look at transactions.


Payment Calendar
1. Check off the bills you want to enter now:
July 1995
2. Next, see how your balances will be affected:
3. Then, enter the bills into the Account Register:
Enter

② Once your Account Register is in order, Money can remind you of bills that are coming up as well as those that have been paid.


Create New Scheduled Payment
Choose which type of Scheduled Payment you would like to create:
Bill
Such as your telephone bill, car insurance payment, cable TV bill, or rent payment.
Deposit
Such as your paycheck deposit, or any other income you receive regularly.
Transfer
Such as transfers from checking to savings or any other regular transfers of funds between accounts.

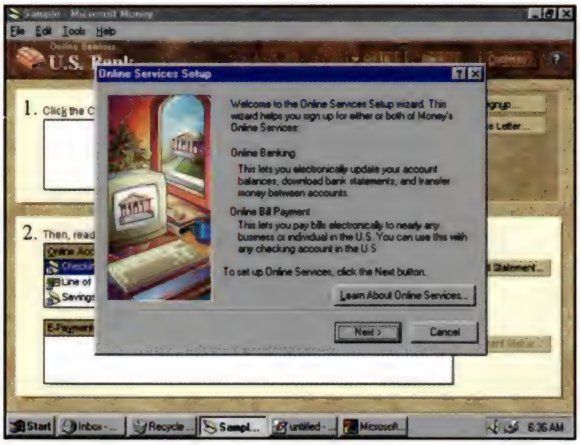
③ You can even arrange direct monthly transfers.



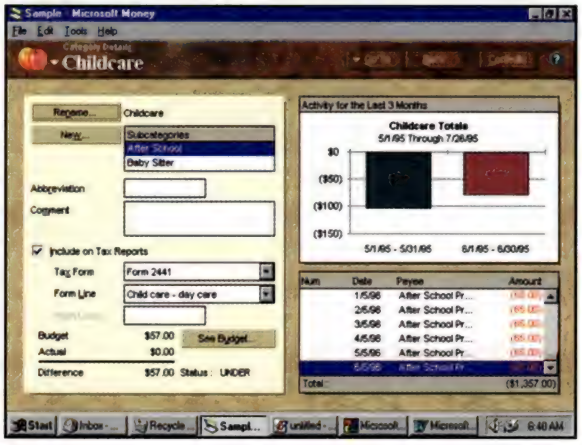
④ Electronic payments and electronic transfers are fully integrated as data entry categories in the Account Register.

Solutions: Personal Finance

With Microsoft Money you can do your banking from your computer. After setup, create a list of instructions for your bank and send them from the Online Services area.


Online Services Setup
Welcome to the Online Services Setup wizard. This wizard helps you sign up for either or both of Money's Online Services:
Online Banking
This lets you electronically update your account balances, download bank statements, and transfer money between accounts.
Online Bill Payment
This lets you pay bills electronically to nearly any business or individual in the U.S. You can use this with any checking account in the U.S.
To set up Online Services, click the Next button.
Learn About Online Services...
Next >
Cancel

To get the most out of your personal finance software, personalize the information by fine-tuning the categories you use for spending and income.



Personalize to optimize

Being able to download your banking and financial information into your personal finance software is not the end of your work with this data. It provides you with a shortcut to making the most of it. If you really want to get the best out of online connections to your personal finance software, you should personalize the information as much as possible.

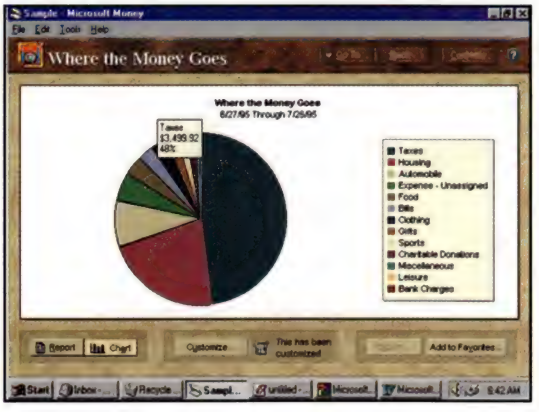
Ensure that you have sensible spending and income categories (rather than five basic ones and a huge number of entries in the miscellaneous column). By having highly-specific categories, you are better able to employ the many other tools in a personal finance package—such as the charting and budgeting features.

One other key is in creating enough accounts. Most people will start with their checking account at the bank and their major credit cards, but your financial picture doesn't really end there. You should also set up accounts representing savings accounts, department store credit cards, your mortgage account, and any other account into which you deposit or from which you withdraw money. In that way, your personal finance package can maintain a timely and accurate picture of your complete financial health.

more quickly. And some of the tools for doing this are quite awesome.

Microsoft Money for Windows 95, for example, includes a feature called AutoBudget. If you have several months of account information downloaded (or typed) into Microsoft Money and then click the AutoBudget button, Money will tally up how much income you have from each source and where you spent your money in each category. And it will come up with a weekly, monthly or yearly budget broken down in detail by spending category. All you have to do to make this happen is download some information from your bank!

Another time at which you will really appreciate this kind of online connection is tax time. The annual search through shoeboxes, filing cabinets, and under beds for old receipts and bank statements can come to an end if you use these services properly. By having the ability to download detailed information about your spending directly from your bank (which also may give you access to your credit card records if the same bank issues your card), you short-circuit what is often the second most painful part of the annual tax ritual (the most painful, of course, is actually writing a check made out to the government). M



Charting your financial picture is simple using the options in Microsoft Money for Windows 95.

YOU ARE ONE CLICK AWAY FROM AN ASTONISHING FREE OFFER.

Now you can download the next generation of personal finance software for free.

Designed specially for Windows® 95, Microsoft® Money for Windows 95 focuses on making your everyday home finance tasks, from bill paying to managing bank accounts, easier than ever. Its on-line bill payment lets you pay anyone, anywhere while its on-line banking gives you 24-hour access to a wide range of banking services.*

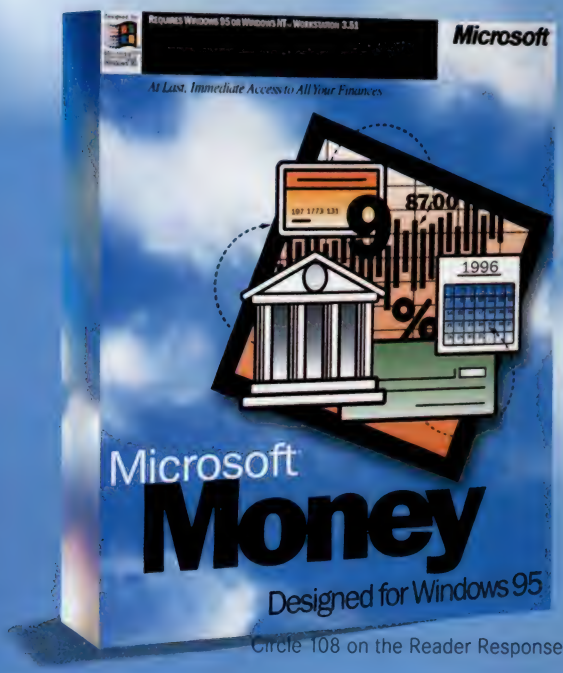
Microsoft Network subscribers can download free by clicking on the Microsoft Network icon on the Windows 95 desktop. Simply go to the Money Forum in the Microsoft Forum and follow the instructions. Or, go to our World Wide Web site at http:/www.microsoft.com/MSHome/ and follow the directions. **Or order by phone and it's practically, nearly free. Just $4.95 plus $5.00 shipping and handling, and applicable tax.**

Any way you do it, you'll be experiencing the most incredible, easiest-to-use personal finance software anywhere. But offers this good don't come along every day. And after October 31, 1995, this one will be gone, too.

DOWNLOAD FREE OR CALL

1-800-508-8458

TO ORDER YOUR COPY OF MONEY FOR WINDOWS 95



Microsoft®

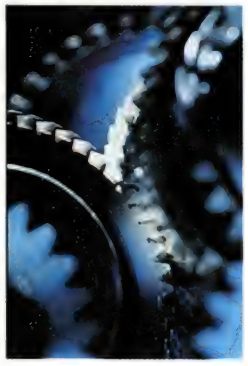
WHERE DO YOU WANT TO GO TODAY?™

*On-line services are available for a monthly fee. All software is included in Money; no need to acquire additional software. A modem is required. To use On-line Bill Payment you require a checking account with any financial institution in the U.S. On-line Banking service is available from participating banks. On-line services are available in the U.S. only. © 1995 Microsoft Corporation. All rights reserved. Microsoft is a registered trademark and Where Do You Want to Go Today? is a trademark of Microsoft Corporation. Windows is a registered trademark of Microsoft Corporation for its Windows operating system products.

Circle 108 on the Reader Response Card

The Works for Windows 95

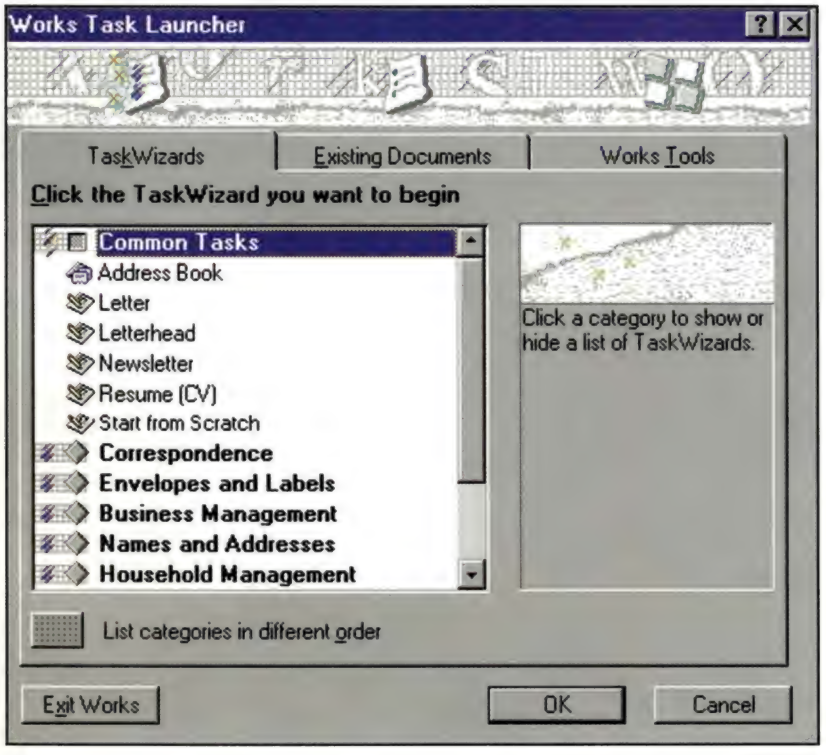
Use TaskWizards and OLE to create professional looking form letters that always contain the most up-to-date information available



TaskWizards allow you to quickly create a customer address book and link it to a form letter.

Form letters are easy to create and print with Microsoft Works. Using WorksWizards, it is simple to develop a basic form letter and then associate that letter with a address book of people to whom the letter will be sent.

But the power of Microsoft Works can take you beyond the basic necessities of being able to marry a simple address book with a straightforward one-page letter. When combined with OLE (Object Linking and Embedding) technology, TaskWizards can further be used to add flair and design to your form letters, while also ensuring that the associated address book (from which you draw your names, addresses and other information for the form letter) contains enough information to help you create a more personal letter.



In this example, you will see how a "customer care" form letter for long-term customers can quickly be created and spruced up. To get the most from the form letter, you need to start by creating the address book containing the name, address and personal information that will be fed into it as it is produced for the different recipients. To do this:

① To get the address book for your form letter started, begin by selecting the TaskWizards tab from the Works Task Launcher and click on the Names and Addresses heading. To start creating the customer database, then double-click the Customers and Clients heading. Works will then ask you whether you want to create a new address book using a TaskWizard or use an existing one. Click the Yes option to get the TaskWizard to help you create a new address book. You will then be presented with a screen showing the types of available address books—with Customers and Clients highlighted as the default. Click Next or press Enter.

② You will then be shown a list of general information fields that the Address Book TaskWizard has determined you are likely to need for your customers and clients database. Click Next or press Enter to work with TaskWizard's default information fields.

③ You then have the option of adding additional fields from a predetermined list, creating your own new fields and setting up report formats for your address book. As this is

primarily being designed for use with a form letter, we recommend accepting the existing defaults. If you wish, new fields can be added to the address book later. When you are sure you are happy with default fields, click Create It! and the TaskWizard will do a final check of your requirements and then ask you to click Create Document if you are ready. When you have done so, Works will create the address book and make it available for data entry.

Enter the names, addresses and other information you wish to hold in your form letters address book and then use the Save command to save the resulting file with a name like CUSTCARE.WDB (or whatever other name you feel is appropriate).

With the address book designed and your data entered, you are ready to create a form letter that will go to all the people in the address book:

① Use the Works Task Launcher to select the TaskWizard called Form Letter under the correspondence heading and click OK. Works will then ask you if you want to create a new document or use an existing one. Click the Yes option to have the TaskWizard create a new document. Select a layout for your letter. Once you have determined which layout you want to use, click Next. For this example, the Professional layout is used.

② You'll then see a list of options allowing you to create a letterhead, enter an address, change the letter's content, its text style and make changes to some extra, additional options. As this is your first form letter, a new letterhead should be designed so you will need to click Letterhead.

③ You will be asked whether or not you want to create your own letterhead or use an existing one. For the purposes of this example, pick the "I want to design my own" option. Click Next. Then select a letterhead style. These styles are previewed for you when you click them. When you find one you like, click Next. Then you can enter the details you want to appear on your letterhead. TaskWizard starts with your company name, but you can also use your own name—or both. Check the Personal Name option and type in your name if you want it to appear and uncheck the Company Name option if you don't want a company name appearing. Click Next when you have entered a Company Name and/or a Personal Name.

④ Fill in your address and click Next. Then fill in your phone number and fax details (if you have a fax). Additionally, you can add your home phone number and electronic-mail address to the letterhead. Check those options and fill in your details if you want them to appear on the letterhead. Click Next. You will now see your letterhead previewed. If it is satisfactory, click OK. Otherwise, go back and make any changes you wish and when you are happy with it, click OK. You will now select the address book containing the names and addresses of the

Follow the instructions in Step 1 of the opposite Step by Step list to get started creating a Customers and Clients address book for use with your form letter.

Works TaskWizard
File
Address Book TaskWizard
What type of address book do you want to create?
Click the type you want, and then click the Next> button to go on.
Personal
Business
Customers or Clients
Suppliers and Vendors
Sales Contacts
Employees
Customers or Clients Address Book
Stores information about the people who make your business a success: those who purchase your goods or services.
Instructions
What is a TaskWizard and how do I use it?
Cancel
Next >
Start
Microsoft Works
untitled - Paint
8:50 PM

people to whom you wish to send the form letter. Click Address and you will be asked whether you want to type in a single address or use an address from a Works address book. Select the option to use addresses from a Works address book and then select the example address book created earlier—CUSTCARE.WDB—and click Next.

⑤ Using the Add button, select the fields you want to include in the letter. Then enter the fields you want in the greeting line and click Next.

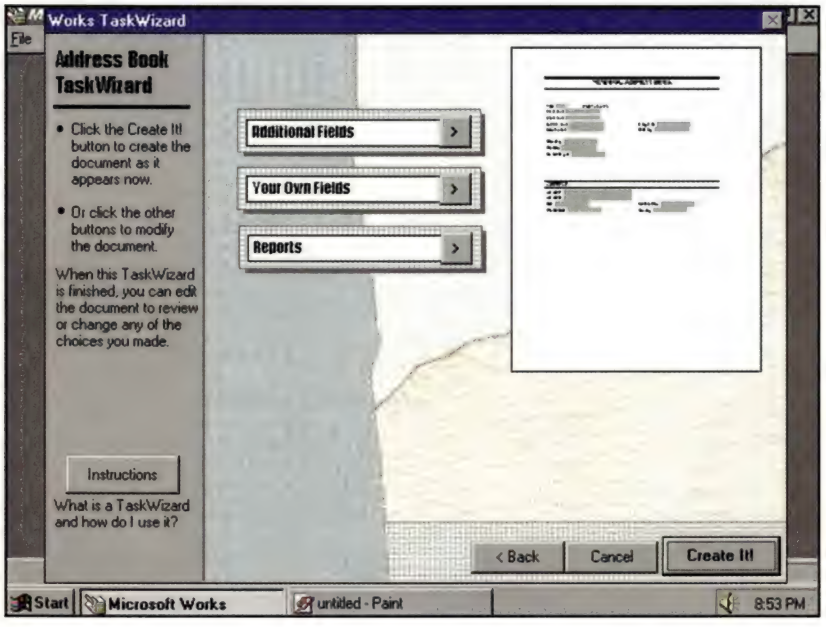
⑥ Click the Content button and select the Blank letter option. Click Create It! and then run through the creation check list and click Create Document!

⑦ Now enter the text you wish to include in the body of your form letter and when you are satisfied with the results use the Save command to save and finish the form letter.

Having created this form letter, you can then use the many other functions in Works to enhance and further improve on both the letter and the database. Fields for personal comments, information about how long you have worked with a given customer and purchase preference infromation can all be added to the address book, and then subsequently integrated into the form letter.

The Address Book TaskWizard sets up a basic customer and client Address Book using default fields.

You can also add your own fields and set up report formats for your address book using TaskWizard.


Works TaskWizard
File
Address Book TaskWizard
• Click the Create It! button to create the document as it appears now.
• Or click the other buttons to modify the document.
When this TaskWizard is finished, you can edit the document to review or change any of the choices you made.
Instructions
What is a TaskWizard and how do I use it?
Additional Fields
Your Own Fields
Reports
< Back
Cancel
Create It!
Start
Microsoft Works
untitled - Paint
8:53 PM

Tables and charts can also be inserted into your form letter with links, so that as the tables and charts are updated the latest information will always be reflected in the form letter.

If you do this, make sure that you properly use OLE links and the Paste Link option. Merely doing a standard Paste of such information would not be enough to create the necessary link for updates.

Finally, do not forget that the Customer and Client address book created at the front end of this article can be enhanced and used as a strong contact management tool in its own right.

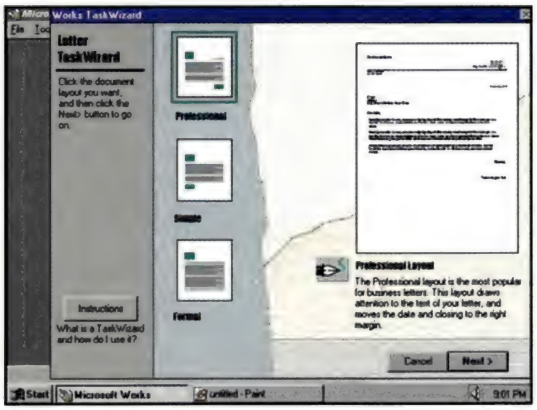
Extra fields can be added to this address book that do not necessarily have to appear on any form letters that you produce with it. In addition, other form letters can be created using different parts of the Customer and Client address book.

You might, for example, want to do a form letter that goes out to customers who haven't yet paid their invoice, another to those who have inquired about new products and perhaps a further one for those customers that are interested in new services that you might be developing.

Also don't forget that the form letter and address book you created were designed using TaskWizards. Try using them for other jobs: they can be a great help to be more productive quickly. M

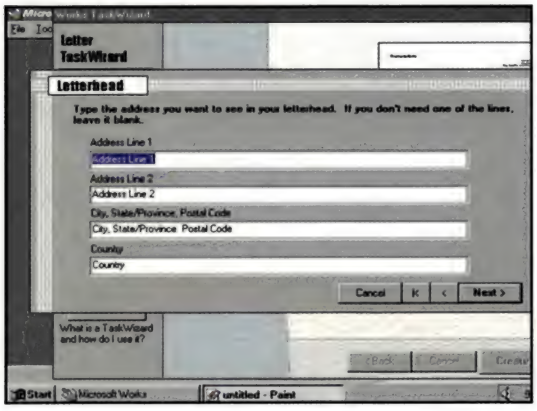
Creating a form letter step-by-step

Creating a form letter with an existing address book is easy using WorksWizards

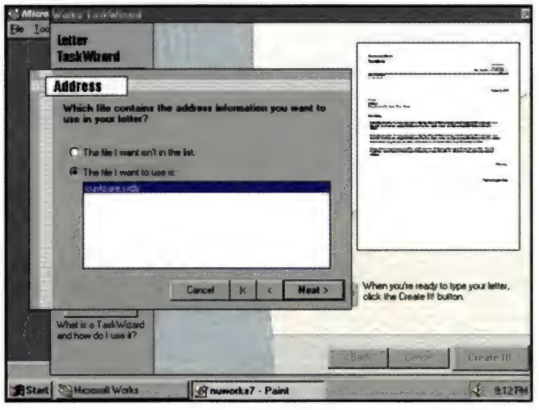


① You can select from three layout formats for your form letter.

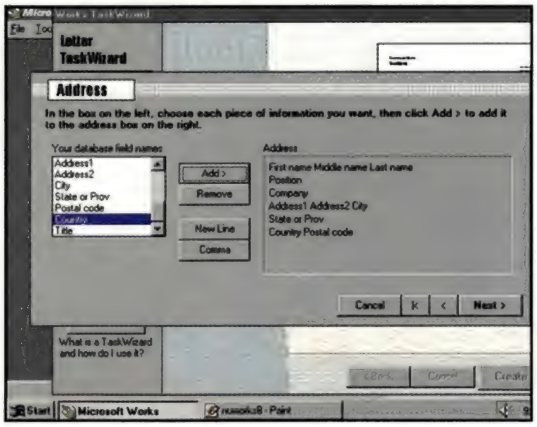
② Then click the Letterhead option to create your custom letterhead.


Letter TaskWizard
Letterhead
Type the address you want to see in your letterhead. If you don't need one of the lines, leave it blank.
Address Line 1
Address Line 2
City, State/Province, Postal Code
Country
Cancel
< Next >
What is a TaskWizard and how do I use it?

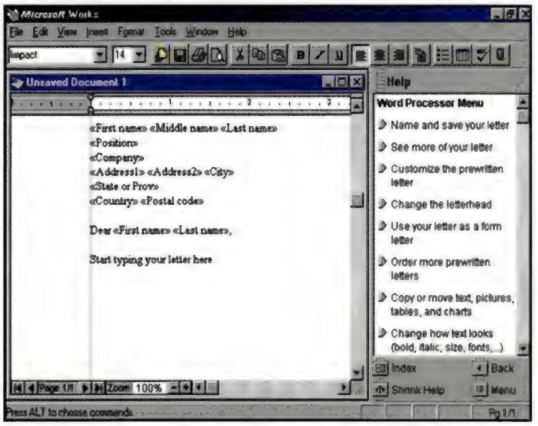
③ Enter your name and address details on the letterhead.


Letter TaskWizard
Address
Which file contains the address information you want to use in your letter?
The file I want isn't in the list.
The file I want to use is:
Cancel
< Next >
When you're ready to type your letter, click the Create It! button.
What is a TaskWizard and how do I use it?

④ Specify the address book you want to use with your form letter.



⑤ Indicate the fields you want to appear in the form letter.



⑥ Enter the body text for your form letter.

Get more out of your Office

Try our step-by-step tips designed to help you make the most of all the programs in Microsoft Office Professional and increase your efficiency potential

Identifies a tip that works with both Windows and Macintosh*

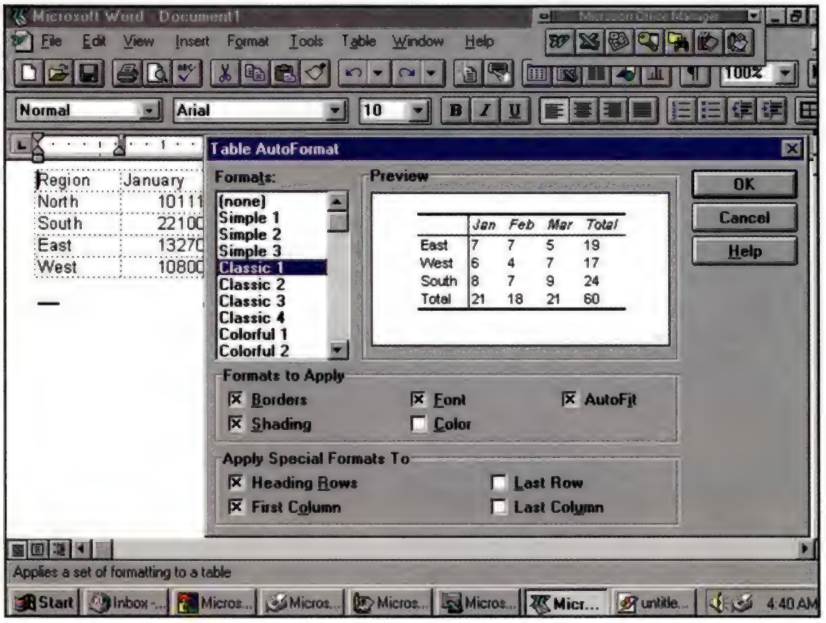
Microsoft Office Professional

If you have selected a screen saver using the Windows Control Panel, you can use the Screen Saver feature in Microsoft Office Manager to launch the screen saver at any time by adding a Screen Saver button to Office Manager.

① From the Office menu or the shortcut menu, choose Customize.
② Click the Toolbar tab.
③ In the list, select the Screen Saver check box.
④ Choose the OK button.

If you click the Screen Saver button you added to the toolbar or choose the Screen Saver command you added to the Office menu and nothing happens, then there is no screen saver selected in Control Panel.

You can format Microsoft Excel worksheet cells in a Word document using AutoFormat.



Microsoft Word 6.0

You can copy information contained in Microsoft Excel worksheet cells and paste it into your Word document as a table, where you can format it using AutoFormat or other commands on the Format menu.

① In Microsoft Excel, select the worksheet cells you want to copy into Word.
② Click the Copy button, or choose Copy from the Edit menu or the shortcut menu.
③ Switch to the Word document.
④ Position the insertion point where you want the Word table to appear.
⑤ Click the Paste button, or choose Paste from the Edit menu or the shortcut menu.

Word pastes the Microsoft Excel worksheet information into a Word table. You can format the table using the table formatting commands in Word.

You can preview pictures or graphics that you want to insert in a Word document by using the Microsoft ClipArt Gallery. Then you can double-click the one you want to insert.

① Position the insertion point where you want the upper-left corner of the picture or graphic to appear.
② From the Insert menu, choose Object.
③ Click the Create New tab.

④ In the Object Type box, select Microsoft ClipArt Gallery.
⑤ Choose the OK button.
⑥ Select a category and scroll to view the pictures and graphics.
⑦ To insert a picture or graphic into your Word document, double-click the one you want in ClipArt Gallery, or select the picture or graphic and choose the OK button.

You can copy formatting from one block of text to another quite easily using the Format Painter button in Microsoft Word 6.0–which can be found on the Standard Word toolbar.

① Select the text that has the formatting you want.
② Click the Format Painter button on the standard Toolbar.
③ Then hold down your left mouse button as you highlight the text you want to format. When you release the mouse button, the text will appear changed with the newly painted formatting.

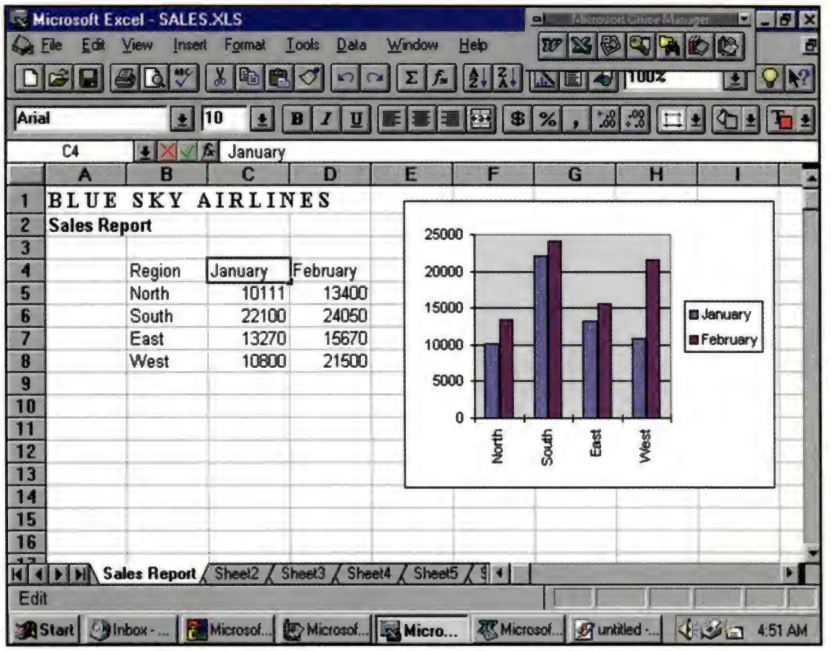
You can also return text to its original formatting by pressing CTRL+SPACEBAR.

You can save a formatted table as an AutoText entry by using the AutoText button on the Standard Word toolbar.

① Select the table and click the Insert AutoText button on the Standard toolbar.
② Type a name for the table and choose the Add button.
③ To insert the table, type the table's name and click the AutoText button.

Microsoft Excel 5.0

You can easily edit legend entries on Microsoft Excel charts. It's easiest to edit this text directly on the worksheet, although you can make some changes in the chart.



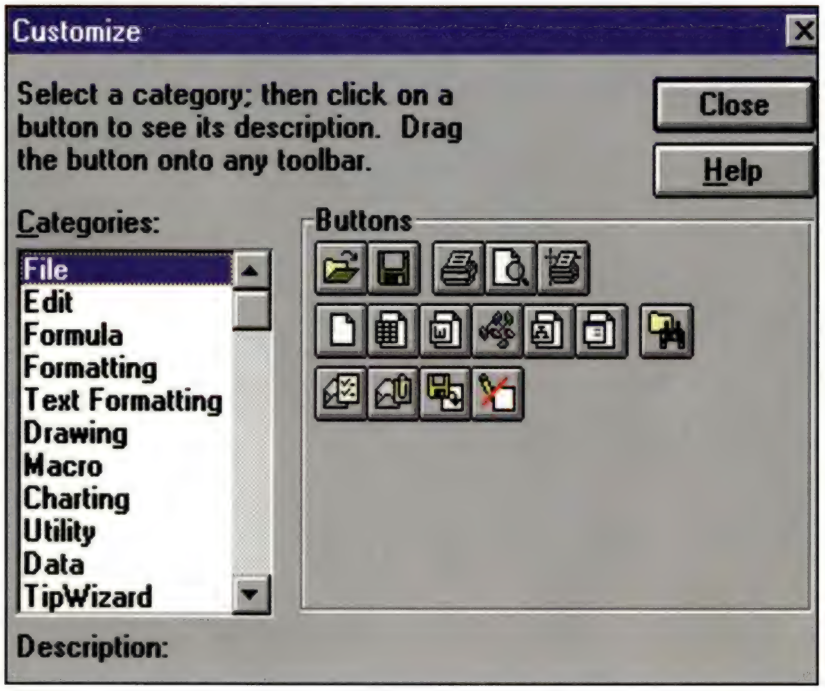
It is easiest to edit Microsoft Excel chart legends directly in a cell.

To edit legend entries in the worksheet:

① Activate the worksheet containing the range plotted in the chart.
② Select the cell containing the series (or category) name you want to change, and enter the new name.

If you want to directly change legend entries in the chart, follow these steps:

① Open the workbook containing the chart.
② Activate the chart.
③ Double-click the data series at the legend entry you want to change.
④ Click the Name And Values tab.
⑤ In the Names box, enter either the reference for legend text or directly type in the entry for the legend text.
⑥ Choose the OK button.



You can customize your Microsoft Excel toolbar with buttons in a range of categories.

You can add or delete buttons from Microsoft Excel toolbars. To do this, you must first display the toolbar to which you want to add the button. You can display a toolbar by choosing Toolbars from the View menu, check the toolbar to display and click OK.

① Choose Toolbars from the View menu and choose the Customize button.

② In the Categories box, select a button category. (The buttons for that category are displayed in the Buttons box. To see a description for a button, click the button.)

③ Drag the button from the Buttons box to the position on the toolbar where you want to add the button. (Or you can drag the button into the workspace and release the mouse button. You will find that the button will appear on a new toolbar.)

You can choose from a wide variety of icons to place on your toolbar.

To delete a button from a toolbar, you must display the toolbar from which you want to delete the button.

① From the Toolbar shortcut menu, choose Customize.

② Drag the button off the toolbar and release the mouse button. (Built-in buttons are not deleted from Microsoft Excel when you remove them from the toolbars. A button that you customized is permanently deleted once you delete it from the toolbar. If you want to delete a custom button from a toolbar but save it for later use, create a toolbar for storing unused buttons and then move the button that you want to delete to this storage toolbar.)

You can embed existing information from other Office programs into a Microsoft Excel worksheet using the new drag-and-drop method as well as traditional Copy and Paste commands.

① To embed existing information in Microsoft Excel using drag-and-drop editing, make sure that both program windows (the one you are dragging from and the worksheet you are dragging into) are open so that you can see the

You can further customize the look of your toolbars by setting up large buttons or switching the show ToolTips option on or off.

information you want to embed in Microsoft Excel, as well as the location where you want to place the information.

② In the other program window, select the information you want to embed in your Microsoft Excel worksheet.

③ Point to the selected information, and then hold down the mouse button. To move the selected information, drag it to the new location in the Microsoft Excel window. To copy the selected information, hold down the CTRL key as you drag.

Microsoft Access

It is possible to import a Microsoft Works Database file into a Microsoft Access database. First, save the Works Database file in a format compatible with Microsoft Access using the following method:

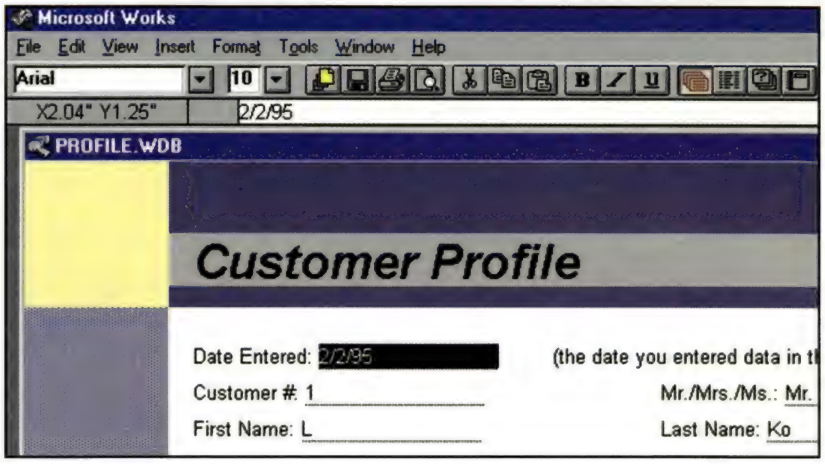
① Open the Database file in Works for Windows.

② Make sure the field widths in the list view (Works 2.0) or the form view (Works 3.0) of the database are large enough to display all the information in each field. If you are using Works 2.0 and the information in a field contains more than 79 characters (the maximum field width in list view), select Text & Commas for the file type when saving the file. Saving a file as text will cause all formatting to be lost.

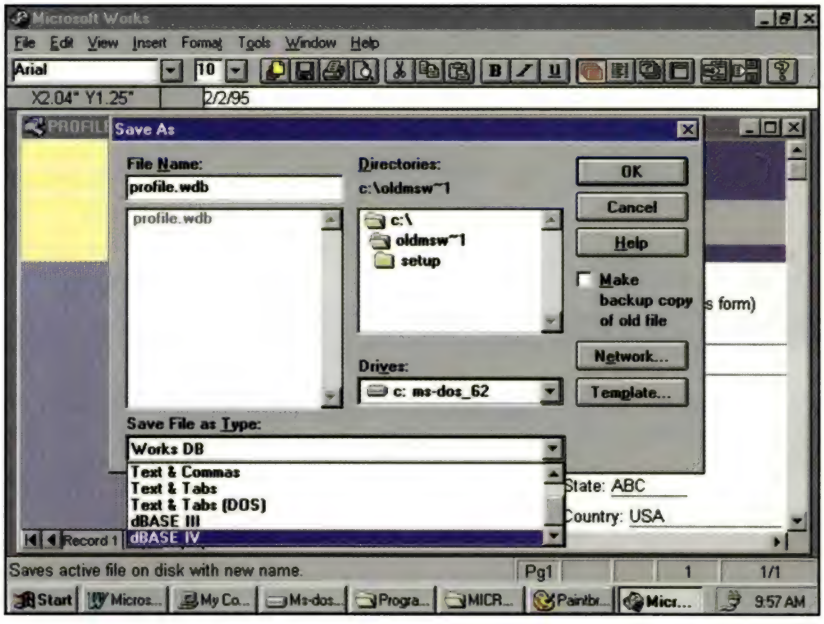
③ Check the numeric format of each field containing text, and make sure it is set to General or Text. If the format of any text field is set to a specific numeric format, such as Currency or Date, that field will be blank when opened in Microsoft Access.

④ When saving in dBASE® format, field names will be truncated at 10 characters, so make sure the first 10 characters of each field name are unique. For example, two fields named "Address 1" and "Address 2" would be fine, but "Address Line 1" and "Address Line 2" would not be. If the first 10 characters in two or more fields are the same, you will receive a "Can't define field more than once" error message when opening in Microsoft Access.

⑤ From the File menu, choose Save As.



In preparation to import your Works database into Access you need to make sure the width fields in the list or form view are large enough to display all the information in each field.



Before importing a Microsoft Works database into Microsoft Access, save the Works database in a format compatible with Microsoft Access (such as dBASE IV®).

⑥ Select a directory to save the database into. To make it easy to open in Microsoft Access, select the Microsoft Access directory.

⑦ Type a new name, without an extension, in the File Name field.

⑧ From the Save File As Type list, select dBASE III®, dBASE IV, or Text & Commas, and choose OK. If the error message "Some field text was truncated" is displayed, return to step 2 above to increase the field widths.

⑨ Exit or minimize Works for Windows.

Next, you can import the new Works file into a Microsoft Access database by following these steps:

① Start Microsoft Access.

② If you want to import the Works data into an existing Microsoft Access database, choose Open Database from the File menu. If you want to import the Works data into a new database, choose New Database from the File menu. Then type a new filename and choose OK. Do not use the same name as the Works file or you will receive the error message "This file is already in use."

③ From the File menu, choose Import.

④ In the Data Source dialog box, select dBASE III, dBASE IV, or Text (Delimited), depending on the format chosen when the Database file was saved in Works for Windows, and then choose OK.

⑤ In the Select File dialog box, find and select the file you saved from Works and choose the Import button.

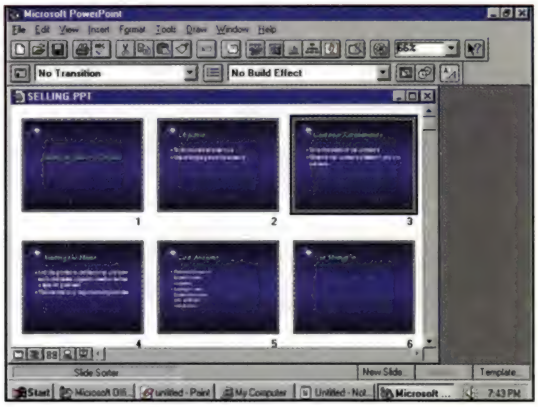
⑥ If you selected dBASE III or dBASE IV as the data source, Microsoft Access will begin importing your Works data. If you selected Text (Delimited) as the data source, Microsoft Access presents the Import Text Options dialog box. Choose OK to begin importing the Works data.

⑦ When finished importing, Microsoft Access presents a confirmation box. Choose OK.

⑧ In the Select File dialog box, choose Close.

The Works file has been imported into Microsoft Access. If you want to view the imported data, select the new table in the Tables list and choose Open. If you want to discard the Works file used to transfer your data into Microsoft Access, you can delete the file using for Windows Explorer.

If you want to import the Works for Windows data into an existing database, choose Import from the Access File menu.



Use the PowerPoint slide sorter to select the slide or slides you want to import into an Excel worksheet.

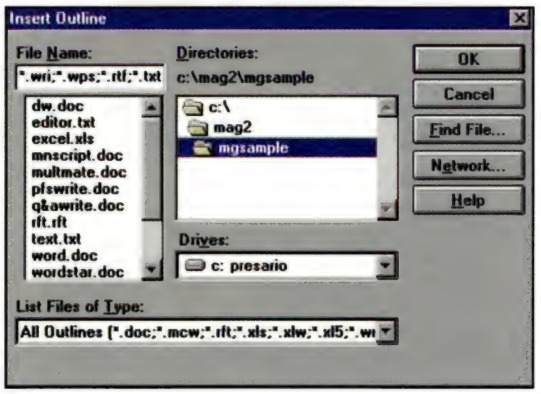
Microsoft PowerPoint

You can paste slides from a PowerPoint presentation into your Microsoft Excel worksheet and create a link to the source presentation so that the slides shown in your worksheet will always match the source slides in PowerPoint.

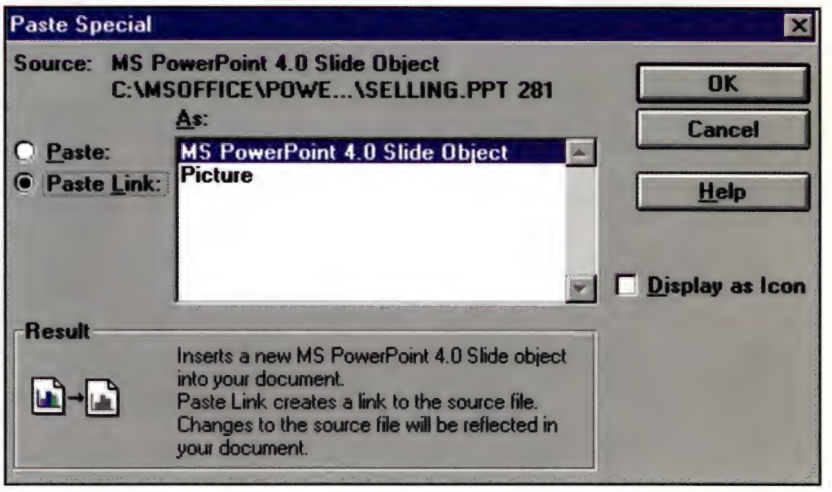
① In PowerPoint, switch to slide sorter view and select the slide or slides you want to see in your worksheet. Make sure that the presentation has been saved. To select the entire presentation, choose Select All from the Edit menu.
② Click the Copy button, or choose Copy from the Edit menu or the shortcut menu.
③ Switch to the Microsoft Excel worksheet.
④ Select the cell where you want the upper-left corner of the slide to appear.
⑤ From the Edit menu or the shortcut menu, choose Paste Special.
⑥ In the As box, select PowerPoint 4.0 Slide Object.
⑦ Select the Paste Link option button.
⑧ Choose the OK button. Microsoft Excel then pastes the information into the worksheet and creates an automatic link to PowerPoint. Changes to the PowerPoint source information will be reflected in the destination worksheet.

You can create slides from a Microsoft Word document and add them to your PowerPoint presentation. The headings in your Word document are converted to slides and inserted immediately after the displayed slide.

① In PowerPoint, display the slide after which you want your new slides to appear.



Slides can be created from a Word document to add to an existing PowerPoint presentation.



If you want to link slides from a PowerPoint presentation into a Microsoft Excel spreadsheet, make sure you select the Paste Link option.

② From the Insert menu, choose Slides From Outline.
③ Select your Word document, and choose OK.

If you already have a Microsoft Word document that covers the material you want to present in PowerPoint, you can automatically create PowerPoint slides from the Word document.

When you open a Word document in PowerPoint, it creates a separate slide for each paragraph formatted with the Heading 1 style. Paragraphs formatted with Headings 2 through 5 are imported as successive indent levels. Paragraphs formatted with a style other than a heading style are not imported. The outline view in Word can be used to make sure the levels of headings are correct before you create a presentation from the document.

① In PowerPoint, choose Open from the File menu.
② In the List Files Of Type box, select Outlines.
③ Type or select the filename of the Word document, and then choose OK.

If you want to find out more about how to make the most of Office Professional, check the Help files. They can be a great resource. Also the Microsoft Knowledge Base is accessible via The Microsoft Network, making it an invaluable source of up-to-the-minute support and reference information for many Microsoft programs. M

MARKETPLACE offers you an easy reference to products featured in this issue plus new and interesting releases. We've also included a phone number you can use to get more information about the products listed.

Microsoft Office for Windows 95, Professional Edition

- Microsoft Office Professional gives you access to the full power of your tools so you can focus on getting your job done.
- Includes Microsoft Word for Windows 95, Microsoft Excel for Windows 95, Microsoft PowerPoint for Windows, Microsoft Schedule+ for Windows 95 and Microsoft Access for Windows 95.

Microsoft Office for Windows 95, Standard Edition

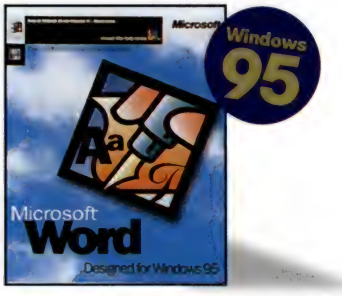
- Microsoft Office Standard includes Microsoft Word for Windows 95, Microsoft Excel for Windows 95, Microsoft PowerPoint for Windows 95, and Microsoft Schedule+ for Windows 95.

Microsoft Office for Windows 95, Professional Edition and Bookshelf 95 on CD-ROM

- Includes Microsoft Word for Windows 95, Microsoft Excel for Windows 95, Microsoft PowerPoint for Windows 95, Microsoft Schedule+ for Windows 95, Microsoft Access for Windows 95 and Microsoft Bookshelf® 95.
- One click takes you from any Office program to 7 desktop reference volumes in Bookshelf, that feature sound, video, animation, and more.

Microsoft Small Business Pack for Microsoft Office

- More than 40 easy-to-use templates, forms and reports help you manage and analyze everything from day-to-day operations to long-term planning.
- Professionally designed templates enhance your business image.



Microsoft Word for Windows 95

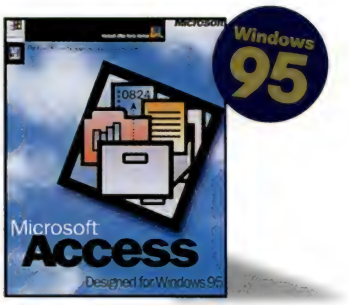
- Microsoft Word for Windows 95 gives you the opportunity to make everyday writing tasks more automatic and complex tasks simpler.
- Get help in creating and sharing better-looking documents so that you can get more done in less time.

Microsoft Word for Windows 95 Step by Step

- Learn to produce professional-quality documents quickly with Microsoft Word for Windows 95. Each lesson is fully integrated with disk-based practice files.
- A 336-page book and one 3.5-inch disk are included.

See your local retailer

Retailer prices may vary. For the name of a retailer near you, call (800) 426-9400.



Microsoft Access for Windows 95

● Microsoft Access for Windows 95 imports data from spreadsheets and other databases, makes searches easy, and even improves the design of what you already have.

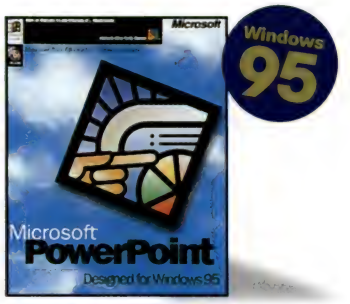
● Includes more than 30 wizards, query facilities with Rushmore™ technology, and OfficeLinks and OLE.

Microsoft Excel for Windows 95

● Microsoft Excel for Windows 95 helps you work the way you want to get your job done easily, whether you're working on a simple summary or performing advanced analysis.

● Recalculations, charting, clipboard actions and other functions have been fine-tuned for higher performance so that you can increase your productivity.

● Includes: Template Wizard with Data Tracking, Chart Wizard, Hands on, Charting and Drag and Plot, Data mapping to analyse geographically-based data, and AutoFilter with Top 10 feature.



Microsoft PowerPoint for Windows 95

● Microsoft PowerPoint for Windows 95 brings your presentations to life. Using AutoClipArt you can scan your presentation for appropriate clips or images to visually convey your message with the maximum impact.

● Presentation Conferencing lets you review presentations with your remote workgroup simultaneously over a network.

● A Pack and Go Wizard automatically packages it onto multiple disks so that your presentation is completely portable.

Microsoft Access for Windows 95 Step by Step

● Go from understanding Microsoft Access data basics to achieving report and form customization in 16 book-and-disk lessons.

● A 344-page book and one 3.5-inch disk are included.

Microsoft Excel for Windows 95 Step by Step

● Choose the fastest, easiest way to learn Microsoft Excel for Windows 95.

● Enjoy 15 lessons integrated with practice files on disk.

● A 368-page book and one 3.5-inch disk are included.

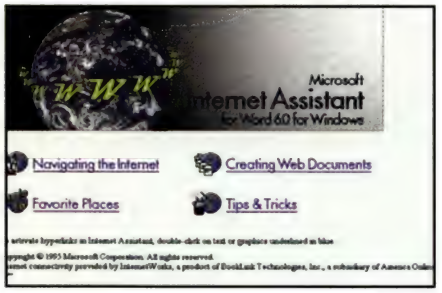
Microsoft PowerPoint for Windows 95 Step by Step

● The perfect tool for new users who don't have a lot of time to invest in training. The book-and-disk combination enables you to produce high-quality presentations in no time with PowerPoint.

● A 352-page book and one 3.5-inch disk are included.

See your local retailer

Retailer prices may vary. For the name of a retailer near you, call (800) 426-9400.



Internet Assistant for Microsoft Word

- Create, share and explore information on the Internet right from within Microsoft Word.
- Features allow you to automatically generate HTML, switch between editing and browsing with a single mouse click, create hyperlinks between Microsoft Word documents with simple drag and drop, and assemble compound documents using OLE.

Microsoft Project for Windows 95

- Plan, manage, and communicate any project you wish with ease with Microsoft Project.
- Increase efficiency by using wizards and templates.
- Make the most of IntelliSense™ technology and Gantt charts.

Microsoft Schedule+ for Windows 95

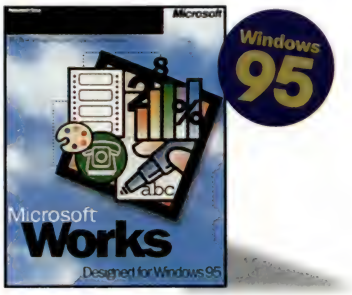
- Microsoft Schedule+ for Windows 95 includes custom calenders, To Do lists, a Contact Manager, and built-in data support which allows you to import and export your contact details from other programs.
- Use Schedule+ with a variety of handheld devices, including the Timex® Data Link.

Microsoft Visual FoxPro™ 3.0 for Windows Standard Edition

- Build and run your solutions on16-bit Windows 3.1, 32-bit Windows NT™ and Windows 95.
- This 32-bit Xbase rapid application development tool offers full object-orientation and integrated client-server capabilities.
- Delivers object extensions to the Xbase language speeds up development, and allows you to create classes either visually or with code.

Microsoft Visual FoxPro 3.0 for Windows Professional Edition

- In addition to the features of the standard edition, Visual FoxPro 3.0 Professional is packed with many OLE controls, online development tools and developer-oriented wizards.
- Includes the Upsizing Wizard which helps you upsize your Visual FoxPro application to a Microsoft SQL Server™ client-server solution in no time.

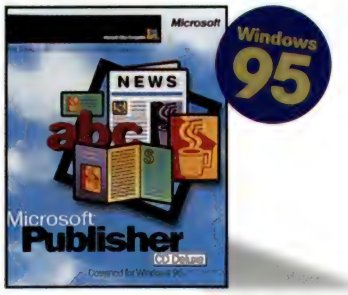


Microsoft Works for Windows 95

- Gain increased power and performance with Microsoft Works for Windows–updated to include new features and enhancements.
- Five essential tools are fully integrated to make your everyday computing life easier–word processor, spreadsheet, drawing module, database, and communications module.
- Includes Works Task Launcher, Task Wizard, Easy Formats, ClipArt Gallery, and WordArt.

See your local retailer

Retailer prices may vary. For the name of a retailer near you, call (800) 426-9400.



Microsoft Publisher CD Deluxe for Windows 95

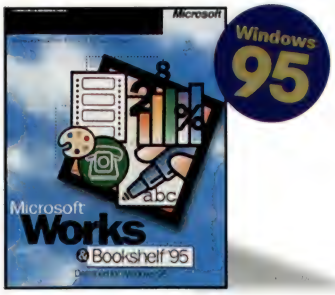
- Get professional creative results on all your publishing projects with Microsoft Publisher CD Deluxe for Windows 95.
- PageWizard design assistants guide you through the design process for your quickest route to customized, professional publications.
- The Design Gallery makes it easy to browse thousands of easily selected design variations.
- Get insightful tips and learn design principles in the Microsoft Publisher Companion.

Microsoft Money for Windows 95

- Take control of your personal finances with Microsoft Money for Windows 95.
- Enjoy a complete set of financial management and planning tools available to you at the touch of a button.
- Includes the facility to produce numerous reports, graphs, and charts that will really keep you in the picture and help you stay in complete control of your finances.

Microsoft Bookshelf '95

- Access any U.S. ZIP code with a single mouse click.
- Hear more than 80,000 spoken pronunciations and more than 170 audio clips.
- See complex ideas come to life with more than 90 videos and animations.
- Find what you need in a flash–whether it's a word, phrase, or a ZIP code–from within any program for Windows or for Macintosh®.



Microsoft Works and Bookshelf for Windows 95

- Select a task from the Works Task Launcher, and a TaskWizard gets you started instantly.
- Step-by-Step Help is always waiting at the side of the screen with the help you need.
- New Easy Formats, bullet styles, borders, and shading let you jazz up your documents.
- Bookshelf '95 gives you easy access to information with sound, video, and animation from over 11 best-selling books.

Microsoft Encarta '95

- This world-class multimedia encyclopedia contains 28 volumes on a single CD-ROM, and features over nine million words, 26,000 articles, and 15,000 multimedia elements.
- Includes stunning animations, videos, maps, charts, sounds and pictures, 60 of the world's languages, 40 country fact boxes, and a new Pinpointer fact-finding information feature.

Microsoft Cinemania '95

- Own a CD-ROM which contains nearly 20,000 film reviews, 1,300 biographies and articles, full motion video clips from more than 20 of the best films of all time, excerpts from 139 classic movie themes and songs, 550 new motion picture stills, and 1,000 new biographical pictures.
- Superb facilities like Find show you the progress of your search at a glance while ListMaker is more powerful and Help is now made simpler.

See your local retailer

Retailer prices may vary. For the name of a retailer near you, call (800) 426-9400.

Scholastic's The Magic School Bus Series

● These amazing educational adventures were inspired by Scholastic's award-winning book series.

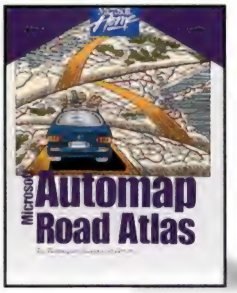
● On CD-ROM, Scholastic's The Magic School Bus™ allows children age 6-10 years to drive a magic school bus to any planet they wish.

● It includes over 200 clickable hotspots, 3-D animations, and 10 multimedia class reports.

Microsoft Flight Simulator 5.1

● Challenge your first-class piloting skills with the enhanced version of Microsoft Flight Simulator®.

● Includes enhanced performance and set-up, more realistic scenery, improved weather and visibility levels, and new Japan and Caribbean scenery add-ons.



Microsoft Automap® Road Atlas

● Find your way quickly to nearly 150,000 places and more than 418,000 miles of road.

● Locate any place on the map using place names, Zip codes, or phone numbers. Display your itinerary in seconds, with up to 25 stopovers.

● See topographical detail of the United States with the CD-ROM version, plus more than 1,100 high-quality photos.

Microsoft Bob

● Microsoft Bob™ is a home computer manager for letter writing, organizing, tracking spending and much more. Make computing easy and fun with personalized assistance as you work.

● Includes: eight programs designed for home computing, five personal guides and home styles.

● Choose from 40 home and room combinations.

● Add entries automatically from the Address Book to letters and get reminders of tasks from your Household Manager, due dates from your Checkbook, or birthdays from the Address Book.

Microsoft Golf 2.0

● Stunning graphics–the fairways textured and brilliant green, the lakes blue and inviting.

● Sound–hear the birds sing and the satisfying "whaaack" as club meets ball.

● Skins scoring adds a new twist to the competition and more excitement to every hole.

● Exciting video "fly by" aerial views of each hole–a perspective that's an actual advantage over the real thing!

● Tips from the pro on the best way to play each hole.

Microsoft Creative Writer/Fine Artist CD

● Encourage creativity with Microsoft Creative Writer and Fine Artist, now together on a single CD-ROM.

● Let your child explore the fun sounds, pictures and animations of Creative Writer while inventing amazing stories. Use the many paintbrush styles of Fine Artist and take lessons in 3-D drawing or step-by-step comic strip creation.

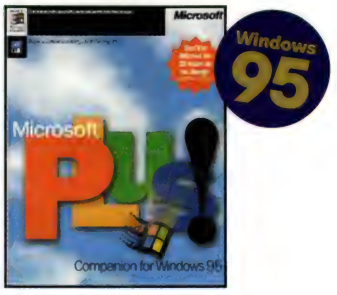
● A host of clickable hotspots, a joke teller, lots of clip art, and special effects keep the kids happy.

See your local retailer

Retailer prices may vary. For the name of a retailer near you, call (800) 426-9400.

Microsoft Windows 95

- Unlock the potential of personal computing with Windows 95.
- Make your computing easier, faster, and more fun.
- Windows 95 replaces Windows 3.1, Windows for Workgroups, and MS-DOS as the mainstream PC operating system and gives you more power on your desktop than ever before.
- Available on CD-ROM or 3.5-inch disks.

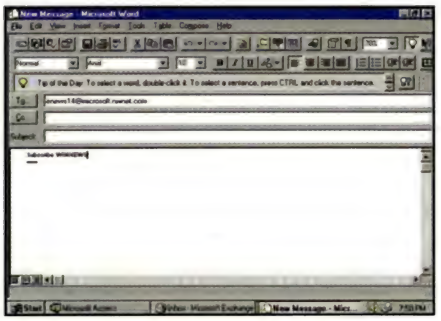


Microsoft Plus!

- Gain a companion for the Windows 95 operating system that makes your computer self-maintaining.
- Allows you to customize your PC with unique desktop themes and it offers outstanding data compression on both 486 and Pentium® computers.
- As an added bonus, you also get an Internet Jump-Start kit for easy access to the Internet.

Windows 95 Resource Kit

- A comprehensive technical guide including planning, installation, networking, system management and configuration, and communications information for Windows 95.
- Supplements the documentation included with Windows 95, helping you to roll out, support and understand the product.
- Includes CD-ROM (3.5-inch disks available).



Microsoft Windows 95 Online Newsletter

- This twice-a-month electronic newsletter provides the latest information about Windows 95 via Internet electronic mail.
- To subscribe, send electronic mail to enews14@microsoft.nwnet.com. Use keywords "Subscribe WINNEWS" in the subject line.

Microsoft Natural Keyboard

- The Microsoft Natural Keyboard™ peripheral allows you to work more comfortably by positioning and supporting your hands, wrists, and forearms more naturally, and now includes IntelliType software and Windows logo function keys to simplify access to the Windows operating system.
- It incorporates soft, tactile key action, standard key layout and a full ergonomic guide to your workstation in the Help file.

Microsoft Home CD Sampler version 4

- The Microsoft Home CD Sampler is your chance to browse through latest Microsoft products for business, entertainment, home, learning, programming and reference.
- Includes detailed product information, product demonstrations, system requirements, and availability.

See your local retailer

Retailer prices may vary. For the name of a retailer near you, call (800) 426-9400.

The supporting cast goes online, in print, and onto your television

As Microsoft Windows 95 operating system rolls out onto the world stage, we offer a behind-the-scenes glimpse at the support options available

Telephone support is a vital service and support option and a crucial part of Microsoft's efforts to help its users. But it is not the only avenue of support, particularly for the Microsoft Windows 95 operating system.

Support online

To be realistic, as well as effective, Microsoft Windows 95 support alternatives must transcend the telephone option. For this reason, Microsoft has ensured that Windows 95 information is easily accessed online using a PC and a modem through:

➢ The Windows 95 System Check is a stand alone application that can be used to ensure that your existing hardware meets the minimum requirements to run Windows 95. You can get your free copy of the System Check from the Migration Planning kit located in the Technical Information and Support Area at: http://www.windows.microsoft.com/

➢ Windows Support Assistant Help File (see Quick Clicks news story for further details).

➢ The MSN, as well as the Internet World Wide Web, Gopher and FTP sites (includes technical service forum, Microsoft Knowledge Base, Microsoft Software Library and Frequently Asked Questions).

➢ Microsoft WINNEWS: The Microsoft Windows 95 newsletter. To subscribe, send email to: enews14@microsoft.nwnet.com/ Leave the subject line blank and use the keywords "Subscribe WINNEWS" as the body of the message.

➢ Subscription to Microsoft TechNet CD-ROM: This is a front-line resource for fast, complete answers to technical questions on Microsoft Windows 95. TechNet gives you crucial data on Windows 95 as well as the latest on supporting Microsoft Windows programs, the complete Microsoft Knowledge Base, the Windows 95 Resource Kit, and more. For more information call (800) 344-2121.

In Print

If you don't have a modem, or just prefer to get your support in printed form, a number of other non-telephone support options are available. These include:

➢ Microsoft Press Books: Microsoft Press publishes a wide variety of books about Windows 95 (see Page 10) including the Windows 95 Resource Kit. The Windows 95 Resource Kit is specifically designed for the computing and helpdesk professional who installs and manages Microsoft products. Call (800) 677-7377 to order the Resource Kit or a catalog of Microsoft Press books. Meanwhile, the Microsoft Press Step-by-Step Series makes it possible for users to learn–and continue to learn–computer skills outside the traditional instructor-led classroom. Each book comes with a disk that contains every example in the text. By using the practice files and following the instructions in the book, you can learn by doing and can start by applying what you've learned right away. Each lesson takes only 20–45 minutes to complete. For order information, call (800) 888-3303.

On TV and in the classroom

Finally, you may wish to get some formal training in using Windows 95. Once again, a couple of different options are offered, including:

➢ Microsoft TV Windows 95 Traincast: This is video-based, detailed technical training designed to help you plan and implement the deployment of Windows 95 in your organization. Training videos include: Windows 95 for the IS and Network Professional, Reducing Support Costs with Windows 95, Setup, Installation and User Interface Support Issues, Networking with Windows 95 including printing, Windows 95 and Netware Remote Administration and Windows 95 Systems Administration & Tools. For information on purchasing video tapes, call (800) 597-3200.

➢ Microsoft Solution Provider Authorized Technical Education Centers (ATECs). These are independent education centers that deliver technical training on Windows 95; offering Microsoft-Official Curriculum courses using Microsoft Certified Trainers. For more information, call Microsoft at (800) SOLPROV to order the Microsoft Solution Provider Authorized Technical Education Center Information Kit. M

Get your support in writing

If you have a modem, you can go beyond Help and access detailed technical information about installing and using Windows 95. Microsoft product support engineers have ramped up new information services that give you no-charge and low-cost access to information that can solve your unique configuration issues. You can get this support information 24 hours a day, 7 days a week (including holidays) from the Microsoft FastTips service, the Internet, online forums, and the Microsoft Download Service.

Internet

The Microsoft Knowledge Base database holds information used by Microsoft support engineers. To view and download any of its 50,000 plus articles via the Internet, log on to these addresses:

World Wide Web
The Microsoft Knowledge Base:
http://www.microsoft.com/kb/
The Microsoft Software Library:
http://www.microsoft.com/kb/softlib/
http://www.microsoft.windows.com/
GOPHER
gopher://gopher.microsoft.com/
FTP
the Microsoft Knowledge Base:
ftp://ftp.microsoft.com/kbhelp/
The Microsoft Software Library:
ftp://microsoft.com/softlib/

Online Forums

You can access Microsoft Knowledge Base articles through The Microsoft Network, CompuServe, and America Online™. To access information from MSN Central location, pull down the Edit menu, select the Other Location command, then enter the **Go** word, then **PSS_WINDOWS 95** in the Go To Service dialog box. On CompuServe, type **go mskb**; and on America Online, connect to the Internet WWW: **http://www.microsoft.com/kb** and CompuServe also provide moderated forums where you can discuss support issues with fellow users who may know the trick to resolving a similar situation.

Microsoft Download Service

Set your modem to 1200, 2400, or 9600 baud; no parity; 8 data bits; and 1 stop. Then, dial up the Microsoft Download Service at (206) 936-6735 for sample programs, device drivers, patches, software updates, and programming aids that may help you over a hurdle to your specific installation or use of Windows 95.

Microsoft FastTips

To get published answers to common questions about Windows 95 sent to you via fax or mail, call (800) 936-4200.

Telephone support for Windows 95

- Microsoft offers 90 days of no-charge support (non-networking issues, toll charges apply) Monday through Friday 6A.M. to 6 P.M., excluding holidays. If you purchased your new computer system with Windows 95 pre-installed, please contact the respective hardware manufacturer for support.
- Microsoft has partnered with 5 Windows 95 Launch Support Teams to provide support during the standard 90-day, no-charge support period. In addition, teams will provide a wide range of fee-based support offerings.

	DIGITAL	KEANE	SOFTMART	STREAM	UNISYS
For Windows 95 per-incident support, call: (Staffed 7 days a week, 24 hours a day. All major credit cards accepted.)	**(800) 430-5411**	**(800) 45-WIN95**	**(800) 337-6904**	**(800) 298-8216**	**(800) 295-0643**
Windows 95 per-call support charges	**$30**	**$30**	**$30**	**$30**	**$35**
For information on additional support offerings, call: (Monday through Friday during normal business hours.)	**(800) 888-4234 extension 95**	**(800) 424-7634**	**(800) 304-3641**	**(800) 298-8214**	**(800) 874-8647**

WINDOWS 95—
GATEWAY TO THE FUTURE

BY BILL GATES

The shipment of the Microsoft Windows 95 operating system is a major milestone for the personal computer industry for a number of reasons. To start with, most operating systems do not get much software support before they ship. It's relatively easy to get even hundreds of developers to "salute the flag" and put out press releases saying that this is an operating system they are paying some attention to. But to actually get people to divert their resources and focus on building applications that exploit the new system, you have to convince them to make a trade-off against work on products for the operating systems that are out there with an installed base today—and that's very difficult.

Going back to the early versions of Windows, there were very few companies that were fully behind it. This was even true of Windows 3.0 and 3.1, which were versions that had fairly dramatic advances in the capability of the system. Windows 95 is quite different in that respect. The past track record we have, the kind of evangelism we have done, sending out information, sending out of early copies, and making it clear how much Microsoft is betting on Windows 95 have gotten other people to come along and bet with us.

So, in addition to the direct end-user benefit of what's in Windows 95, a big part of this phenomenal scene is the availability of applications that take full advantage of the operating system. These applications in the long term will really boost the use of Windows 95.

As we look further into the future, the personal computer itself will assume some new form. The portable will be like a tabloid paper you can carry around. You will commonly have a wireless connection. The server PC will scale up to beyond the largest computers we have now. And we will have two new form factors for which there is no current analogy: the large screen machine that you are far away from (which we call the TV PC) and a very small device you can put in your pocket that we call the Wallet PC.

Finally, there will be a special form of what is almost a kiosk PC—but one that is publicly available wherever there's a pay phone, an Automated Teller Machine or a fax machine today. It will be a screen-based device in which you place your "smart card" and see your messages, browse information, initiate a video conference, get cash, and do anything you want to do with information on a very easy basis.

The technology for all these systems will have a lot in common, so that the work of software developers and data viewers can be shared. But each one has to be optimized for a particular scenario of usage and tied in to common network fabric.

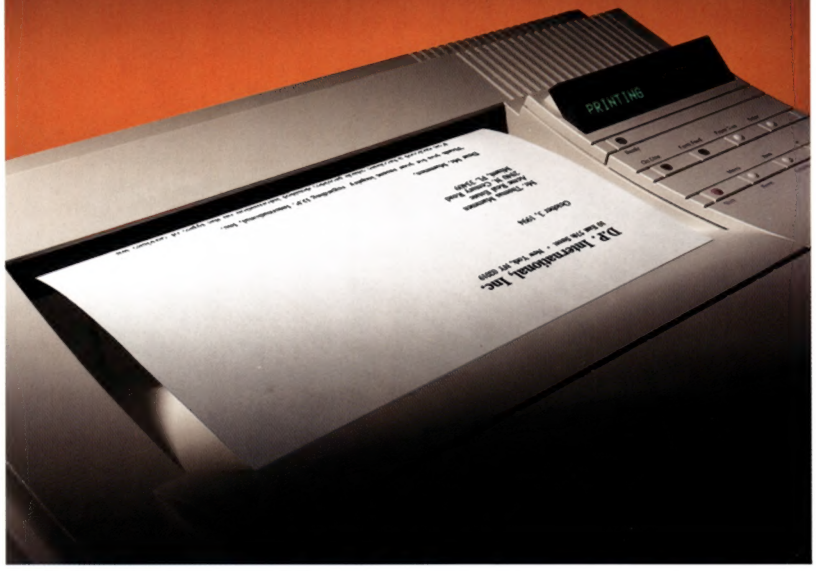
So we are very optimistic not only about Windows 95 and what that will bring for the industry, but also about the years ahead. And that's what drives our long term approach, our willingness to make more and more investment in research and development and get out in front on some very challenging issues. M

Avery Colors™ Fluorescent and Pastel Laser Labels

Communiqué™ Business Stationery from Avery

Avery Index Maker® Dividers Laser or Ink Jet

If this is all that's coming out of your printer, look what you're missing.



Avery Laser Videotape Labels

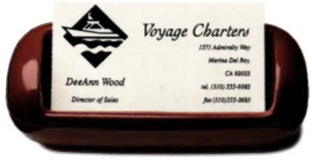
Avery Laser Name Badge Labels and Name Tag Kits

Avery Laser Audio Tape Labels

Avery Laser Diskette Labels

Avery Full or Mini-Sheets™ Laser Labels White and Clear

Avery Laser File Folder Labels



Avery Laser Business Cards

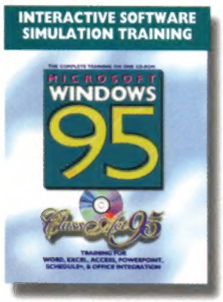
It's time you discovered the full line of Avery® products. Products that not only let you make better use of your laser or ink jet printer, they'll help keep you organized and working more efficiently. Easily. In fact, Microsoft® Access, Word, Works and FoxPro® have Avery formats already in them. For more information call **800-732-8379 ext. 711**. And start getting more out of your printer.

The Products of Office Technology.

AVERY®

A Division of Avery Dennison

Circle 109 on the Reader Response Card



Learn Windows 95 the right way with ClassAct!

Your Migration to Windows 95 will be smooth with ClassAct's revolutionary training!

ClassAct is not a slide show or video presentation. **Only** ClassAct offers 100% simulation. **Only** ClassAct has the technology to offer complete Office Suite training on one CD-ROM. **Only** ClassAct is a complete training program and on-line reference tool. **Only** ClassAct allows you to access any lesson in any order at any time. ClassAct also offers training for Microsoft Access 7.0, Microsoft VisualBasic 3.0 & 4.0, Microsoft Visual FoxPro 3.0.

It's time to get interactive.

Worldwide Web site. http://www.itsnet.com/classact/
Call our Faxback for more information: (800) SOFAXCD (763-2923)

CLICK & EASY! TM

ORDER TODAY - CALL
1-800-CD-LEARN

SOFT ONE
SOFT-ONE CORPORATION / CLASSACT
1121 SOUTH OREM BOULEVARD
OREM, UTAH 84058
1-801-221-9400 • FAX 801-221-9942

ClassAct95

Circle 110 on the Reader Response Card

Microsoft®
Microsoft Corporation
P.O. Box 2320
Redmond, WA 98073-2320

ADDRESS CORRECTION REQUESTED

Bulk Rate
U.S. Postage
PAID
Microsoft Corp.

Printed on recycled and recyclable paper.
0995 Part No. 098-61904